

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MAY 15, 2001**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, May 15, 2001 commencing at 7:03 a.m.

A. ROLL CALL

Present: Council Members – Hitchcock (arrived at 7:04 a.m.), Howard, Land, Pennino and Mayor Nakanishi

Absent: Council Members – None

Also Present: City Manager Flynn, City Attorney Hays, and City Clerk Blackston

B. CITY COUNCIL CALENDAR UPDATE

City Clerk Blackston reviewed the weekly calendar (filed).

C. TOPIC(S)

C-1 "Review of Significant Expenditure Requests"

City Manager Flynn asked that a special meeting be held on May 29, 2001, 5:30 p.m., at the Merlot facility to consider the significant expenditure request of the Downtown Lodi Business Partnership.

Deputy City Manager Keeter reported on the following significant expenditure requests and recommendations as outlined in the 2001-03 City Manager Recommended Significant Expenditures and Staffing Changes report (filed):

Public Works

- Request: \$71,000 for a new position to augment development services and traffic engineering staff. Assignments would include encroachment permits and plan check review.

Recommendation: Fund full-time position in year two.

- Request: To hire an Engineer Technician, which was eliminated in the early 1990s due to budget constraints. The position is needed to complete the two-person survey crew and would report to a Senior Engineering Technician. These duties are currently being conducted by part-time interns and technicians pulled away from other projects.

Recommendation: Fund through the General Fund in year one.

- Request: \$5,000 for document preservation to convert and index map and construction documents in digital format and to assist in making the electronic files accessible on the Internet.

Recommendation: Department to absorb cost within its operating budget.

General Services

- Request: \$27,000 for purchase of six new Liquid Crystal Display projectors.

Recommendation: Moved to Capital Improvement budget.

- Request: \$13,000 for Local Agency Formation Commission (LAFCO) membership and dues. AB2838 mandates that cities and counties share the cost of LAFCO operations. It will be funded 1/3 by the county, 1/3 by special districts, and 1/3 by cities who will share the cost based on their population.

Public Works – Solid Waste Administration

- Request: Hire a consultant to provide solid waste consulting services. The City's current contract with Central Valley Waste Services (CVWS) will expire on June 30, 2003. The City has the option to extend the contract if it notifies the contractor within 18 months prior to the expiration.

Recommendation: Fund \$20,000, which would include \$10,000 for a consultant to prepare and negotiate a contract and \$10,000 to conduct an audit; look at ways of generating revenue from the waste streams in addition to what CVWS is currently doing.

Information Systems

- Request: \$5,500 for a network management software program, which is a diagnostic tool used to analyze load patterns and provide early warning of problems with the network.

Recommendation: Absorb cost within the IS operating budget.

City Clerk

- Request: \$33,184 to hire a full-time permanent Administrative Clerk. New policies, procedures, and standards have been instituted that have increased the workload.

Recommendation: Fund in year two.

Council Member Hitchcock stated that she would support funding the position out of year one of the budget if funds were available.

Human Resources

- Request: Organization study and request to hire a full-time permanent Benefits Coordinator. The new position is necessitated by many additional programs, including a new medical program through the Public Employees Retirement System (PERS), new requirements related to retirees, and general increased workload. Coordination of responsibilities between the Finance and Human Resources Departments related to the JDEdwards software system is currently being considered.

Recommendation: Conduct organization study of the Human Resources and Finance Departments. Benefits Coordinator position would be considered pending results of the organization study.

City Manager Flynn reported that the City has invested approximately \$2 million over the past three to four years in new software and equipment. The investment should have brought efficiency; however, many of the jobs are still being done as they were before, which necessitates the organization study. The software and equipment has allowed for new services to be provided.

Mayor Pro Tempore Pennino suggested that Administration be included in the organization study.

Council Member Howard inquired whether \$10,000 would be sufficient to cover an organization study of three departments.

City Manager Flynn replied that the amount of \$10,000 was merely a placeholder. Proposals for the service will be sought and staff will return to Council for approval once the amount is confirmed.

Council Member Hitchcock supported the organization study; however, she estimated it would cost much more than \$10,000.

- Request: \$16,000 increase in recruitment and advertising fund.

Recommendation: Increase recruitment and advertising fund by \$10,000.

Mayor Pro Tempore Pennino asked what impact the Internet site has on recruitment and questioned the City's current requirement for a signature on preliminary employment applications.

Human Resources Director Narloch did not have statistics on the number of recruitment responses received from the Internet.

City Manager Flynn responded that he would look into the necessity of requiring signatures on preliminary employment applications. He indicated that if there were no legal requirement, it would be discontinued.

- Request: \$10,000 for fingerprinting services. The Department of Justice has recently expanded requirements related to background investigations for positions that involve working with children.

Recommendation: Approval.

- Request: \$25,000 request submitted jointly by Human Resources and Public Works to hire a Safety Consultant to update the Public Works safety manual as well as the injury and illness prevention manual.

Recommendation: Approval in year one.

- Request: \$25,000 request submitted jointly by Human Resources and Electric Utility for consulting services to update the injury and prevention program.

Recommendation: Approval in year one.

General discussion ensued regarding discretionary and non-discretionary spending.

Council Member Howard asked how quickly the City is reimbursed from the State.

Finance Director McAthie reported that staff submits for reimbursement from the State for voluntary and mandated expenses. To expedite reimbursement, the City has requested that payments be wired rather than waiting for a check to be processed. When reimbursements are challenged by the State, it takes from six months to a year to receive payment.

Council Member Hitchcock questioned the necessity of hiring consultants to update the injury and prevention programs, and pointed out that a great deal of money is spent by the City toward consulting services.

Ms. Keeter reported that Electric Utility's long-term plan is to have an employee assigned to safety issues.

Mayor Pro Tempore Pennino suggested that Electric Utility's update be coordinated through Northern California Power Agency.

Council Member Land believed this was already being done and would confirm it with the Electric Utility Director.

Continued May 15, 2001

- Request: \$9,000 for body mechanics training requested by Risk Management.
Recommendation: Fund \$4,500 in year one and \$4,500 in year two; and utilize expertise from Lodi Memorial Hospital for back injury prevention programs and education.

Council Member Howard reported that Lodi Memorial Hospital conducts a three-hour "Safe Day" program on the second Tuesday of every month, which is attended by all of its employees each year on their anniversary date.

Finance Department

- Request: Convert two part-time Account Clerks to full-time permanent status.
Recommendation: Fund in year two (these employees are currently under a two-year contract signed in September 2000, which provides them with benefits).
- Request: \$56,380 to hire one full-time Accountant I. Position needed due to GASB34 accounting standards and responsibilities, redevelopment agency requirements, and the preparation of quarterly and annual reports to demonstrate compliance with grant requirements.
Recommendation: Fund in year two. City Manager Flynn noted that it may be contingent upon the organization study results.
- Request: Convert two part-time Customer Service Representatives to full-time permanent status.
Recommendation: Fund in year two (these employees are currently under a two-year contract signed in September 2000, which provides them with benefits).
- Request: Conversion of the equivalent of 2.7 part-time meter readers to 1 full-time position.
Recommendation: Approval. City Manager Flynn noted that staff will be looking into an automated process for reading meters.

Facilities Services – Fleet and Facilities Division of Public Works

- Request: Convert contracted Construction Project Manager to a full-time permanent position.
Recommendation: Approval.

Mayor Pro Tempore Pennino expressed concern about a permanent position due to the irregularity of workload in construction.

Public Works Director Prima forecasted a heavy workload continuing due to the many renovations and new projects on the horizon. In addition, he wanted to apply techniques in construction management to other projects, which will be ongoing.

In response to Council Member Land, City Manager Flynn stated that a recruitment process would be conducted to fill the position.

Council Member Howard questioned the need for a \$22,000 new vehicle for this position.

Ms. Keeter replied that vehicle requests would be reviewed with Council next week under Capital requests. The purchase of used vehicles would be considered.

- Request: \$63,000 to hire a Facilities Supervisor necessitated by the increased workload from new City facilities and renovations.
Recommendation: Approve in year one.

Continued May 15, 2001

- Request: Hire Facilities Maintenance Worker.

Recommendation: Deny.

Mayor Pro Tempore Pennino requested a copy of the organization chart with the inclusion of the proposed Facilities Supervisor.

- Request: \$41,270 to hire Fleet Services Worker due to increase in workload. The Fleet Services Division currently oversees the maintenance of 410 vehicles and 55 pieces of equipment with 11.5 employees who work 2 shifts at the Municipal Service Center. Thirty-one percent of the labor is spent on 5% of the fleet (i.e. transit and Dial-A-Ride vehicles).

Recommendation: Approve in year one; funded through the transit allocation process.

Police Department

Referring to page 3 of the Significant Expenditure Request report, Council Member Land asked whether it would be possible to fund \$10,000 in year one, and \$15,000 in year two toward Chaplain counseling services.

City Manager Flynn replied that he would discuss the matter with the Police Chief.

Library

- Request: Increase Library hours from Monday through Saturday, to open for services on Sunday for four hours.

Recommendation: Library utilities will be paid from the City's General Fund, which amounts to approximately \$85,000 per year. This represents sufficient savings to the Library to fund the increase in hours and part-time Reference Librarian.

D. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

E. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 8:30 a.m.

ATTEST:

Susan J. Blackston
City Clerk

Mayor's & Council Member's Weekly Calendar

WEEK OF MAY 15, 2001

Tuesday, May 15, 2001

- 7:00 a.m. Shirtsleeve Session
1. Review of significant expenditure requests
- 10:30 - 12 Noon Car dealership simulation presented by Tokay High School's Marketing/Entrepreneur classes (in partnership with Sanborn Chevrolet), in front of Tokay High School.
- 11:00 - 2:30 p.m. Nakanishi and Land. Association of Lodi City Employees "Spring Appreciation Lunch", Civic Center Plaza (between City Hall and Carnegie Forum).
- 6:00 p.m. Special Parks and Recreation Commission meeting, Parks and Recreation office.
- 7:00 p.m. Nakanishi. Peace Officer's Memorial Service, Temple Baptist Church.
-

Wednesday, May 16, 2001

- 10:00 - 4:00 p.m. Chamber of Commerce Lodi Job Fair, Lodi Grape Festival Fairgrounds ~ Chardonnay Hall.
- 7:00 p.m. City Council meeting.
One Closed Session (NOTE: 6:00 p.m.)
7 Presentations
22 Consent Calendar items
2 Public Hearings
4 Regular Calendar items
One Ordinance
-

Thursday, May 17, 2001

- 2:30 p.m. City of Stockton's launching of United Way of San Joaquin County's Youth Initiative, "United 4 Youth", Stockton Skateboard Park, El Dorado Street and Benjamin Holt Drive.
-

Friday, May 18, 2001

- Reminder Nakanishi. US Conference of Mayor's "Weapons of Mass Destruction" Mayoral Training Meeting, Reno, NV.
-

Saturday, May 19, 2001

Sunday, May 20, 2001

Monday, May 21, 2001

Disclaimer: This calendar contains only information that was provided to the City Clerk's office

council\misc\mealndr.doc

5-15-01

2001-2003 Financial Plan and Budget Instructions

MAJOR BUDGET PREPARATION MILESTONES

| | STAFF | PUBLIC MEETINGS |
|--|--------------|----------------------------|
| Budget Calendar Release | | 11/28/00 |
| Departments Review of Fiscal Policies | 12/11/00 | |
| Issue Budget Instructions | 1/8/01 | |
| Submit Budget Requests to Finance Department | 2/19/01 | |
| City Council Review of Fiscal Policies/Goals | | 2/20/01 |
| City Manager Revenue Review | 2/26/01 | |
| City Council Update Status on Departmental Accomplishments | | 2/27/01 |
| City Council Project Setting Brainstorming session with public comment | | 3/5/01 |
| City Council Update Status on Departmental Accomplishments continued | | 3/6/01 |
| City Manager Budget Request Review with Departments | 3/6 – 15/01 | |
| City Council Update Status on Departmental Accomplishments continued | | 3/20/01 |
| City Council Update Status on Current Projects | | 3/27/01 |
| City Council Review of Revenue Assumptions | | 4/10/01 |
| City Council Review of Significant Expenditure and Staffing Requests | | 5/1,8,15/01 |
| City Manager & Staff Review of Capital Improvement Projects | 5/3,7,14/01 | |
| City Council Review of DLBP request | | 23 5/22/01 |
| City Council Review of CIP Projects | | 5/29/01 |
| Town Hall Meeting regarding 2001-03 Financial Plan & Budget | | 5/30/01 |
| City Council Review of Fund Balance | | 6/19/01 |
| Adopt Financial Plan & Budget | | 6/20/01 |

05/14/01

5-15-01

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Library**REQUEST TITLE:** Library Utility Expenditures to be included in City Wide Non-Departmental Account**REQUEST SUMMARY**

Absorb the Library utility expenditures in the City Wide Non-Departmental Account for payment, including basic telephone charges, electricity, gas, water, sewer and refuse.

PRIMARY OBJECTIVE

The payment of all General Fund utility expenditures in one non-departmental account would enable easier analysis for possible efficiencies and usage. Consolidation of accounts allows for one citywide contact with agencies and service providers. The transfer of responsibility for payment of utility expenditures will allow for the enhancement of library services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

All General Fund utility expenditures (except for the Library) are currently budgeted in a non-departmental citywide account.

This arrangement enables the Facilities Manager to easily perform an analysis of usage and possible efficiencies. The Library as a city facility is requesting that utilities normally budgeted under the Library account be included in the non-departmental account for consistency – the only departments not included in the non-departmental account would be the Enterprise funds.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------------|----------------|
| Additional Costs | | |
| Staffing | | |
| Utilities | 85,700 | 85,700 |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | | |
| Savings | | |
| | | |
| | | |
| Net Cost | 85,700 | 85,700 |

5-15-01

2001-03 City Manager Recommended
**SIGNIFICANT EXPENDITURE
AND
STAFFING CHANGES**



SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

| | FTE | 2001-02 Requested Cost | FTE | City Manager Recommended | FTE | 2002-03 Requested Cost | FTE | City Manager Recommended | Comment |
|--|------|------------------------------|------|-----------------------------|-----|------------------------------|------|-----------------------------|---|
| Public Safety | | | | | | | | | |
| Police Protection | | | | | | | | | |
| Police Administration | | | | | | | | | |
| 1 Hire Part time officer | 0.5 | 20,000 | 0.5 | 10,000 | | | | | |
| Support Services | | | | | | | | | |
| 2 Hire School Resource Officer | 1 | | 1 | | | | | | 100% funded-LUSD COPS grant (\$64,000) |
| Police Operations | | | | | | | | | |
| 3 Hire P/T Chaplain | | 20,000 | | | | | | 20,000 | |
| Animal Control | | | | | | | | | |
| 4 Upgrade Officer to Supervisor | | 6,500 | | | | | | 6,500 | |
| Fire Safety | | | | | | | | | |
| Fire Support Services | | | | | | | | | |
| 5 Fire Safety Educational Program funding | | 8,000 | | | | | | 7,000 | |
| Emergency Services | | | | | | | | | |
| 6 Hire Firefighters (5) & Bat Chief (1) | 3 | 216,170 | 3 | 216,170 | 3 | 183,790 | 3 | 183,790 | net of savings |
| Total Public Safety | 4.5 | 270,670 | 4.5 | 226,170 | 3 | 183,790 | 3 | 217,290 | |
| Public Utilities | | | | | | | | | |
| Water/Wastewater Utility Services | | | | | | | | | |
| 8 Contract services - 2 years | | 56,760 | | 56,760 | | | | | split funding W.W.W/DBCP/Street |
| Electric Utility Services | | | | | | | | | |
| Electric Services | | | | | | | | | |
| 9 Professional services | | 90,000 | | 90,000 | | | | | |
| Electrical Engineering & Operations | | | | | | | | | |
| 10 Office furniture replacement | | 10,000 | | 10,000 | | | | | one time only expenditure |
| 11 Hire Electrical Engineer | 1 | 83,100 | | | | | | | pending re-organization study |
| 12 Hire temporary AutoCad Technician | 0.25 | 15,000 | 0.25 | 15,000 | | | | | |
| Electric Construction & Maintenance | | | | | | | | | |
| 13 Add Administrative Clerk | 1 | 27,210 | | | | (12,000) | | | pending re-organization study |
| 15 Hire Line crew & vehicles | 3 | 533,365 | 3 | 533,365 | | | | | |
| 17 Contract Personnel & tools | | 377,135 | | 377,135 | | | | | |
| 19 Hire Groundperson/Apprentice lineman | | | | | 1 | 55,615 | 1 | 55,615 | |
| Substations & Systems | | | | | | | | | |
| 20 Prof services for painting | | 20,000 | | 20,000 | | | | | |
| Total Public Utilities | 5.25 | 1,212,570 | 3.25 | 1,102,260 | 1 | 43,615 | 1.00 | 55,615 | |
| Transportation | | | | | | | | | |
| Streets and Flood Control | | | | | | | | | |
| 21 Convert to F/T Administrative Clerk | 0.2 | 18,900 | | | | | 0.2 | 18,900 | net of savings from p/t (was contract) |
| 22 Hire temporary secretarial assistance | | 10,100 | | | | | | | |
| 23 Stormwater NPDES permit | | 50,000 | | 50,000 | | | | | 100% funded by wastewater |
| 24 Additional funding for street sweeping | | 82,000 | | 82,000 | | | | | 100% funded by wastewater |
| 25 Street Trench damage assessment study | | 35,000 | | | | | | 35,000 | offset by revenue |
| 31 Landscape maint contract service | | 29,025 | | 29,025 | | 52,375 | | 52,375 | six mo cost in 1st yr; full yr funding 2nd yr |
| Total Transportation | 0.20 | 225,025 | - | 161,025 | | 52,375 | 0.20 | 106,275 | |
| Leisure, Cultural & Social Services | | | | | | | | | |
| Parks and Recreation | | | | | | | | | |
| Parks and Recreation Administration | | | | | | | | | |
| 32 Convert to F/T Administrative Clerk | 0.2 | 17,875 | | | | | 0.2 | 17,875 | net of savings from p/t (was contract) |
| 33 Hire P/T Intern/CAD operator | 0.5 | 10,810 | | | | | 0.5 | 10,810 | Prop 12 funding |
| Aquatics | | | | | | | | | |
| 34 Hire P/T Lifeguard | 0.5 | 3,900 | | | | | | | offset by revenue - 5 instructors for 2 wks |
| 35 Hire P/T Swim Instructors | | | | | | | | | |
| Sports Facilities | | | | | | | | | |
| 36 Convert to F/T Hire Laborers (2) | 0.2 | 21,295 | | | 0.2 | 22,775 | 0.4 | 44,070 | net of savings from p/t (was contract) |
| 37 Hire Laborer | 1 | 39,255 | | | | | | | not recommended - pending lease agree |
| Parks Division | | | | | | | | | |
| 38 American Legion expenses | | 56,100 | | | | | | | not recommended - pending lease agree |
| Lodi Lake Park | | | | | | | | | |
| 39 Hire P/T Laborer - irrigation installer | 0.5 | 12,640 | 0.5 | 12,640 | | | | | |
| Park Maintenance | | | | | | | | | |
| 40 Hire P/T Laborer | 0.5 | 11,505 | | | | | | | |
| 41 Convert to F/T Laborers (2) | 0.2 | 19,125 | | | 0.2 | 23,685 | 0.4 | 42,810 | net of savings from p/t (was contract) |
| Parks Program | | | | | | | | | |
| Cultural Services | | | | | | | | | |
| Library | | | | | | | | | |
| 42 Purchase Digital copier | | 9,800 | | 9,800 | | | | | private sector trust |
| 43 Funding for extended hours of operation | 0.5 | 61,630 | | | | | 0.2 | 30,000 | |
| 45 Hire P/T Reference Librarian | 0.5 | 20,665 | | | | | 0.5 | 20,665 | |
| Community Center | | | | | | | | | |
| Performing Arts Center | | | | | | | | | |
| 47 Hire Stage Tech Manager | 1 | 35,000 | 1 | 35,000 | | | | | cost offset by revenues |
| 47 a Lodi Arts Commission grant | | 25,000 | | 25,000 | | | | | |
| Swimming Pool | | | | | | | | | |
| 48 Replace Pool lift | | 9,300 | | | | | | | one time only expenditures |
| Total Leisure, Cultural & Social Ser | 5.6 | 353,900 | 1.5 | 82,440 | 0 | 46,460 | 2.2 | 166,230 | |

SUMMARY OF SIGNIFICANT EXPENDITURES AND STAFFING CHANGES

| | FTE | 2001-02 Requested Cost | FTE | City Manager Recommended | FTE | 2002-03 Requested Cost | FTE | City Manager Recommended | Comment |
|---|------|------------------------------|------|-----------------------------|----------|------------------------------|--------|-----------------------------|---|
| Community & Economic Development | | | | | | | | | |
| Community Improvement | | | | | | | | | |
| 51 Additional funds for Repair/Demolition | | 50,000 | | 50,000 | | | | | cost offset by revenues |
| 52 Contract Code Enforcement Officer | | 57,200 | | 57,200 | | | | | |
| Planning | | | | | | | | | |
| 53 Consultant services | | 40,000 | | 40,000 | | | | | impact fees |
| Community Promotion | | | | | | | | | |
| 54 LCVB additional funding | | 70,000 | | 70,000 | | | | | |
| 56 DLBP additional funding | | 60,000 | | | | | | | one time expenditure |
| Engineering | | | | | | | | | |
| 59 Hire Civil Engineer | 1 | 49,000 | | | (20,900) | 1 | 49,000 | | net of savings |
| 60 Hire Engineering Technician | 1 | 68,220 | 1 | 68,220 | | | | | |
| 61 Contract for Document Preservation | | 5,000 | | | | | | | |
| Community & Econ Dev | 2.0 | 399,420 | 1 | 285,420 | (20,900) | 1 | 49,000 | | |
| General Government | | | | | | | | | |
| General Administration | | | | | | | | | |
| Non - Departmental | | | | | | | | | |
| 62 Purchase LCD projectors (6) | | | | | | | | | move to capital |
| 63 LAFCO membership & dues | | 13,000 | | 13,000 | | | | | |
| Public Works Administration | | | | | | | | | |
| 64 Funding for Solid Waste contract | | 20,000 | | 20,000 | | | | | one time expenditure |
| Administrative Services | | | | | | | | | |
| Information Systems | | | | | | | | | |
| 65 Purchase Network Management Software | | 5,500 | | | | | | | one time expenditure |
| City Clerk | | | | | | | | | |
| 66 Administrative Clerk Confidential | 0.5 | 25,980 | | | | 0.5 | 25,980 | | net of savings from p/t |
| Human Resources | | | | | | | | | |
| 68 a Organization Study | | 10,000 | | 10,000 | | | | | one time expenditure |
| 69 Hire Benefits Coordinator | 0.25 | 12,685 | | | | | | | net of savings from p/t & outside admin |
| 72 Fund Recruitment Advertising | | 16,810 | | 10,000 | | | | | |
| 75 Fingerprinting | | 10,000 | | 10,000 | | | | | |
| Risk Management | | | | | | | | | |
| 76 Safety Program (PW) | | 25,000 | | 25,000 | | | | | 100% funded by wastewater & water |
| 77 Illness & Injury Prevention Program (Elec) | | 25,000 | | 25,000 | | | | | 100% funded by Electric |
| 78 Body Mechanics Training | | 9,000 | | 4,500 | 9,000 | | 4,500 | | |
| Finance Accounting Division | | | | | | | | | |
| 80 Convert to F/T Accounting Clerk | 0.2 | 23,800 | | | | 0.2 | 23,800 | | net of savings from p/t (was contract) |
| 81 Hire Accountant I | 1 | 56,380 | | | | 1.0 | 56,380 | | |
| Finance Revenue Division | | | | | | | | | |
| 83 Convert to F/T Customer Service Rep (2) | 0.2 | | | | 0.2 | | 0.4 | | net of savings from p/t (was contract) |
| Organizational Support Services | | | | | | | | | |
| Finance Field Services | | | | | | | | | |
| 84 Convert to F/T Meter Reader | 0.2 | | 0.2 | | | | | | net of savings from p/t (was contract) |
| Facilities Services | | | | | | | | | |
| 85 Convert to F/T Const Proj Manager | | | | | | | | | net of savings from p/t (was contract) |
| 86 Hire Facilities Supervisor | 1 | 63,315 | 1 | 63,315 | (4,000) | | | | one time cost of equipment in 1st yr |
| 88 Hire Facilities Maint Worker LII | | | | | 45,825 | | | | |
| Fleet Services | | | | | | | | | |
| 90 Hire Fleet Services Worker | 1 | 41,270 | 1 | 41,270 | | | | | Transit funded |
| Total General Government | 4.35 | 337,740 | 2.2 | 222,085 | 1.2 | 50,825 | 2.1 | 110,660 | |
| TOTAL OPERATING BUDGET | 21.9 | 2,819,325 | 12.5 | 2,079,400 | 5.6 | 356,165 | 9.5 | 705,070 | |
| FUNDING SOURCES: | | | | | | | | | |
| General Fund | 14.7 | 1,201,932 | 7.2 | 665,422 | 4.6 | 312,550 | 8 | 638,645 | |
| Transit Fund | 1.0 | 41,270 | 1 | 41,270 | | | | | |
| Library Fund | 1.0 | 82,295 | | - | | | | | |
| Private Sector Trust | | 9,800 | | 9,800 | | | | | |
| Reimbursed by Others | 1.0 | - | 1 | - | | | | | |
| Offset by revenues | 0.5 | 60,810 | | 50,000 | | | 0.5 | 10,810 | |
| Impact Fees | | 40,000 | | 40,000 | | | | | |
| Water Fund | | 32,366 | | 32,366 | | | | | |
| Wastewater Fund | | 164,366 | | 164,366 | | | | | |
| DBCP | | 5,676 | | 5,676 | | | | | |
| Electric Fund | 5.2 | 1,180,810 | 3.25 | 1,070,500 | 1 | 43,615 | 1 | 55,615 | |
| | 21.9 | 2,819,325 | 12.5 | 2,079,400 | 5.6 | 356,165 | 9.50 | 705,070 | |

PUBLIC SAFETY

POLICE

FIRE

GRAFFITI
ABATEMENT

2001-2002 Significant Expenditure Request

Activity: Police Department Administration
Request Title: Part time Position Addition

Project Description:

Add a part time police officer position to assist with background investigations, training, traffic and CVSA examinations.

Project Objective:

Provide additional staffing to administrative services unit to assist with background investigations, training and administration of CVSA examinations.

Existing Situation:

Currently there is one lieutenant and one corporal assigned to the administrative services section of the Lodi Police Department. Staff assigned to this unit is currently responsible for the investigation of citizen complaints, pre-employment background investigations, training management and other administrative duties as assigned.

Currently an officer from traffic or investigations is taken from their daily duties to administer pre employment as well as criminal CVSA examinations. Much of the time the officer(s) are compensated in overtime which costs the city a considerable amount of money, the approximate rate is \$37.00 per hour.

I would propose adding a part time officer (most likely retired) who would work no more than twenty hours per week to handle CVSA examinations, assist with background investigations, act as tow company liaison and calibration of radar units and alcohol detection devices. State laws mandate calibration of these units every ten days. Currently an officer is taken from regular patrol duties to complete this task taking approximately four hours per week.

Project Costs:

Part time position would be compensated at a rate of \$19.00 per hour which is commensurate with part time park officers. Yearly cost would amount to approximately \$20,000.00.

2001 – 2002 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Police Department Support Services Division

REQUEST TITLE: School Resource Officer (Detective)

PROJECT DESCRIPTION:

Add one additional School Resource Officer to our Support Services Division. This would bring our total School Resource Officer program up to four.

PROJECT OBJECTIVE:

The Lodi Unified School District is submitting paperwork to the State of California COPS Office for the cost of an additional School Resource Officer. This request is for a three-year grant cycle. School Resource Officers provide visible law enforcement presence at each high school within Lodi City limits. Officers provide positive interaction between law enforcement and students. The School Resource Officers giving presentations at school rallies and in individual classrooms, attending school sporting events and daily presence at the school accomplish this.

Lodi Unified would to expand the program by providing funding for an additional officer to assist with working the grammar schools and the middle schools.

EXISTING SITUATION:

With three School Resource Officers there is intermittent law enforcement presence/contact at the grammar school and the middle school level. With the annexation of Woodbridge Middle School, and the increased student population, it would be beneficial to have an additional officer assigned to the middle schools. This would “free up” the other officer to dedicate their time to the grammar school age children.

PROJECT COST:

The additional School Resource Officer’s salary and benefits would be reimbursed by Lodi Unified School District via their State COPS Grant (\$64,000). If LUSD does not receive grant funding, this position would not be pursued. If LUSD does receive funding it would be for three consecutive years. At the conclusion of this three-year grant cycle, LUSD and Lodi Police Department would want to make the commitment to split the cost of this officer.

2001 – 2002 SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Police Department Operations Division & Support
Services Division

REQUEST TITLE: Part-Time Chaplain/Counseling Services Contract

PROJECT DESCRIPTION:

Add one part-time position to continue the Chaplain's counseling services that have been provided to the Police Department and citizens.

PROJECT OFJECTIVE:

The Police Department would like to continue to provide the option of non-denominational spiritual support and counseling, during crisis situations, to Police Department employees, City personnel and citizens.

EXISTING SITUATION:

Currently, the Lodi Police Department has the benefit of a primarily volunteer Law Enforcement Chaplain Program. This program has been in effect for approximately seven (7) years. During this time, the chaplains have been an invaluable resource during the numerous crisis situations that have occurred at the Police Department. The chaplains are not only available to police personnel, but are frequently on-scene to offer guidance and comfort during emotionally charged situations involving the public. The Law Enforcement Chaplain Program has functioned entirely on donations and fund-raising.

PROJECT COSTS:

Contract costs of \$20,000 would provide for a part-time (based on an estimate of 120 hrs. month @ \$13.88), Chaplain. All other program costs would continue to operate via the donation/fund-raising process through an established private 501(c)3 Foundation.

2001-2002 Significant Expenditure Request

Activity: Police Department Administration-Animal Services
Request Title: Upgrade Animal Services Officer to Supervisor

Project Description:

Upgrade the position of Animal Services Officer classification (occupation #24) to an Animal Services Officer Supervisor.

Project Objective:

Provide adequate and equitable compensation for this employee commensurate with the duties and responsibilities of the position.

Existing Situation:

Currently there is one full time Animal Services Officer, two assistants, and part time assistant, a part time kennel person as well as a number of volunteers assigned to the shelter. The additional personnel as well as the increased utilization of volunteers create a need for a supervisory position.

Currently one of the Animal Services Officer acts in a quasi supervisory function in which her duties include scheduling, decision making, training, evaluation of personnel, minor counseling, budgeting and planning. Despite the fact that this position has evolved into additional responsibility the pay has remained the same with the exception of normal pay increases.

I am proposing one position be upgraded to a supervisory position.

Project Costs:

\$6,500.00 per year. This represents a 15% increase, which is consistent with other positions moving from line level position to first line supervisor.

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fire and Life Safety
REQUEST TITLE: Fire Safety Educational Programs

REQUEST SUMMARY

Request funding for increased Fire Safety Educational programs.

PRIMARY OBJECTIVE

To provide increased education of Fire Safety.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Fire Prevention Bureau has increased our commitment to educational programs and for opportunities to promote fire safety. Additional funding would be used to become more proactive in educating the public through participating at functions such as the Grape Festival, Walk-A-Thons, 4th of July, Street Fair, and the new Eastside Cultural Fair, in addition to funding for the annual Santa program.

The increased level of funding for Fire Safety material is critical for the success of these educational programs for the public. The department has solicited donations from businesses, such as Allstate Insurance and McDonalds which has been used to provide fire safety materials for annual Fire Prevention Week programs at all Lodi elementary schools. We will continue to solicit donations to offset expenditures for materials, a computer, and training.

| COST SUMMARY | 2001-02 | 2002-03 |
|---------------------------------|-------------------|----------------|
| Additional Cost | | |
| Supplies, Material and Services | 8,000.00 | |
| Total | | |
| | | |
| | | |
| Total | \$8,000.00 | |

ALTERNATIVES

1. Continue with the current funding level - \$10,000.
2. Continued dependence upon donations from businesses
3. Eliminate public education activities

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Emergency Services- Fire
REQUEST TITLE: Fire Administrative Reorganization - Add one (1) Battalion Chief & five (5) Firefighters to Emergency Services Activity over the two-year budget

REQUEST SUMMARY

Add one Battalion Chief & 5 Firefighters. Along with the redistribution of 3 Battalion Chiefs, the Fire Dept is requesting the addition of one Battalion Chief and five (5) firefighters to the emergency services division of the fire department.

Three additional firefighters will be required in the 2002-03 budget to continue the long-term strategy to ultimately re-staff Fire Station #1 with an engine and truck company. Total department staff increases from 52 authorized personnel to 58 authorized personnel.

PRIMARY OBJECTIVE

To place Battalion Chiefs back on shift schedules to provide closer contact and overall supervision of emergency services personnel while continue to meet the administrative areas needed to meet the functional needs of the fire department.

One firefighter was previously authorized in budget year 2000-2001. This request will authorize two additional firefighter positions to the budget in 2001-02 which will increase previously agreed upon staffing of the new truck/quint from three to four personnel. This staffing is necessary due to the planned relocation of Engine #1 from Station #1 to Station #4. The combined responsibilities of engine and truck company operations warrant four personnel and meet the requirements established in the "Standard of Coverage" documents that was approved in the last budget cycle (1999-2001).

A 4-year plan was developed and agreed upon by the City Manager to re staff Fire Station #1 with a Truck Company and Engine Company. The following two-year budget calls for adding three additional firefighters in 2003-2004 and an additional Captain for Administrative duties in the 2004-2005 budget year. This will allow for Fire Station #1 to be restaffed beginning in July 2003. A request for a new engine will be submitted in the 2003-04 budget.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- 1993 Battalion Chiefs reassigned from 56 hour work week (24 hour shifts) to 40 hour work week.
- Shift supervision insufficient.
- Administrative duties inefficient.
- Reassign B/C's to 56 hour work week.
- Create Training Chief position for improved co-ordination of department training.
- December 2001, Fire Station 4 will open for service.
- December 2001, Lodi Fire Department will take possession of new Truck/Quint.
- December 2001, Engine 1 personnel reassigned to Fire Station #4. Station 1 personnel will be reduced from 6 firefighters to 4. Truck 1 personnel increase from 3 firefighters to 4 firefighters.
- Minimum per shift coverage increases from 13 firefighters including battalion chief to 14 firefighters including battalion chief.
- Long term staffing proposal will require hiring 3 firefighters and one administrative Captain the following two year budget.

ALTERNATIVES

1. Continue present staffing and responsibilities
2. Cover the downtown area with a three person combination truck/engine company
3. Increase truck company to four and move Engine-1 to Station #4
4. Continue present operation and choose not to staff new westside fire station

5. Increase the overtime budget to allow for coverage of vacations, sick leave and other department related leaves requirements with present staff while increasing minimum staffing.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|---------------------------------|------------------|------------------|
| Additional Cost | | |
| Staffing – | 306,806.54 | 179,290.65 |
| Supplies, Material and Services | 4,500.00 | 4,500.00 |
| Minor Equipment | | |
| Total | 311,306.54 | 183,790.65 |
| Savings – overtime | <-95,135.31> | |
| | | |
| Net Cost | \$216,171.23 | \$183,790.65 |

PUBLIC UTILITIES

ELECTRIC

WATER

WASTEWATER

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Public Works**REQUEST TITLE:** Public Works Contract Field Operations Coordinator for Municipal Service Center and White Slough Water Pollution Control Facility

REQUEST SUMMARY

Add a full-time contract Field Operations Coordinator to City staff for a two-year period, assigned to the Municipal Service Center.

PRIMARY OBJECTIVE

The primary objective is to assist the offices of the Water/Wastewater Superintendent and the Street Superintendent and their respective staffs with deferred and overdue project implementations. This position would be a valuable liaison between Public Works and other departments (i.e., Finance, Human Resources, and Community Development) on various projects.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

During the past several years, and in the immediate future, several new programs have surfaced. These programs have not been and cannot be adequately addressed by current staffing levels. Some areas not yet being addressed are:

- Water rates and user analysis,
- Wastewater rates and user fee (SSUs) analysis,
- NPDES permit needs (White Slough, and Storm Systems),
- Storm drain and environment quality issues,
- Research availability of grants and loans (plant expansion, Eastside infrastructure rebuild)
- Monitor and manage the DBCP Settlement Agreement
- Develop and implement public relations activities (citizens' awareness).

Many of these programs and issues are Federal and State mandates. These mandates require policy and program development and implementation.

This position would serve the Water/Wastewater and Street Divisions. It is proposed that this position would be funded 35% Water, 35% Wastewater, 10% DBCP, and 20% Street. It is anticipated that this position would eventually rotate with a Public Works position at City Hall in order to provide a working knowledge of all phases of the Public Works operation.

Office Space and a computer would be needed for this position. Clerical support would be provided from MSC staff.

ALTERNATIVES

Continue with present practices leaving many of these issues unresolved or inadequately addressed. Deal with the consequences of Federal and State penalties, and/or lost opportunities for badly needed grants and low interest loans.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing | \$51,160 | |
| Supplies, Materials, Services | \$3,000 | |
| Minor Equipment | \$2,600 | |
| Capital Equipment - Vehicle | | |
| Total | | |
| Savings | | |
| Net Cost | \$56,760 | |

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Services
REQUEST TITLE: Professional Services

REQUEST SUMMARY

Provide professional services to perform tasks ranging from administrative support to design and engineering studies. Projects include Broadband Market Survey and Business Model, Multi-Dimensional Benchmarking, and Project Development Legal/Technical Assistance.

PRIMARY OBJECTIVES

To provide the Department with professional and clerical services to support various activities and projects including:

- System design and project review associated with the West Interconnection Project.
- Various studies for fiber optics, city-wide data and SCADA networking.
- Provide technical support, maintenance and education for the Electric Utilities network and server. In addition, network to development of a network to SCADA secure interface.
- Organizational analysis of functional and operational tasks of the Department.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Recent local changes in the communication industry (cable broadband and wireless broadband) coupled with the continued deregulation of the electric providers, and CAISO communication needs have created many opportunities that require professional assistance. In addition, various projects including the west interconnect will create additional spin-off tasks requiring professional services (i.e. legal, environmental, land issues, and technical).

ALTERNATIVES

COST SUMMARY

| Additional Costs | <u>2001-02</u> | <u>2002-03</u> |
|-------------------------------|----------------|----------------|
| Staffing | | |
| Utilities | | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Savings | | |
| Professional Services | \$ 90,000 | |
| Total | \$ 90,000 | |

IMPLEMENTATION

To be scheduled in both the 2001-02 and 2002-03 fiscal years.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Office Furniture (replacement)

REQUEST SUMMARY

Replace existing desks and file cabinets with workstations and test equipment furniture.

PRIMARY OBJECTIVE

Provide a work environment conducive to the tasks being performed in today's computer based meter test shop and office.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The existing furniture today are ordinary office desk and file cabinets, all of which have seen significant usage prior to being utilized in the meter test shop and office area. Drawer tracks on several file drawers are completely worn out resulting in drawers jamming and increasing the likelihood of employee injury. Computers have been added to the meter testing operation for both the test phase and for data management, etc. These computers were fitted on to existing traditional but narrow desks leaving an inefficient and very cumbersome work area. It is recommended that the furniture be replaced with computer workstations and properly designed test bench furniture to support the weight of the test equipment. The recommended furniture can be relocated to the new service center when constructed.

ALTERNATIVES

Do nothing – not recommended. This alternative would have staff continue to work with equipment that is worn out and not suited for its utilization.

COST SUMMARY

| Additional Costs | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Staffing | | |
| Utilities | | |
| Supplies, Materials, Services | | |
| Minor Equipment | \$10,000 | \$0 |
| Savings | | |
| Total | \$10,000 | \$0 |

IMPLEMENTATION

On approval of this request, the equipment will be purchased.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Electrical Engineer

REQUEST SUMMARY

Add position of Electrical Engineer.

PRIMARY OBJECTIVE

To develop sufficient professional engineering staff to address and promptly respond to the ongoing engineering issues associated with an electric utility the size of Lodi's.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Department has engineering issues, both long range and day to day, that are not being properly addresses or not at all considered. The issues range from system planning and design, protection and coordination, system studies to material and equipment application, specification, evaluation and failure analysis. In addition such matters as power quality, surge protection and large customer energy evaluations are not being performed at all. Staff training of a technical nature and staff technical support is at best extremely limited due to other demands on available personnel.

The Department had two Electrical Engineer positions filled until the summer of 1994 when one was eliminated due to the City's financial situation. The other position has remained vacant since 1996.

Outside professional services have been utilized to assist on specific and definable projects. However, such assistance does not address the daily issues and has proved to impact existing staff, been quite costly and not practical to replace permanent staff. Permanent staff by working on a daily basis with the system gain invaluable knowledge about the system. Such knowledge is lost if outside professional services are utilized in lieu of permanent staff.

It is strongly recommended that this request be approved and the position filled. An Electric Utility the size of Lodi's has sufficient engineering matters on a daily basis to employ two full time Electrical Engineers.

ALTERNATIVES

Do nothing – not recommended. This alternative has hidden costs examples of which are missed opportunities due to poor planning resulting in costly retrofits. Likewise the system's capabilities are not maximized, resulting in underutilized facilities, miscoordination causing excessive outage all of which has an associated cost factor to both the City and its customers.

COST SUMMARY

| Additional Costs | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Staffing | \$76,600 | |
| Utilities | | |
| Supplies, Materials, Services | | |
| Minor Equipment | \$6,500 | |
| Savings | | |
| Total | \$83,100 | |

IMPLEMENTATION

Upon approval, recruitment will be initiated for the position.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering and Operations

REQUEST TITLE: Temporary AutoCAD Technician

REQUEST SUMMARY

Funding for temporary AutoCAD Technician in the Engineering Section.

PRIMARY OBJECTIVE

To maintain electrical maps and diagrams, construction specifications and engineering drawings and standards current. In addition this position will assist existing staff with drafting tasks on various maintenance projects.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Department has a large amount of maps, drawings and diagrams that has been developed over the years as the system expanded. These records are at present in good condition and must remain such in order to maintain a safe work environment for maintenance, construction and operating personnel. The workload on the Department's staff, both present and in the foreseeable future, does not allow such records to be properly maintained. The Electric Department is also committed to making significant improvements to the electric system over the next 5 years and as a result will need to augment existing AutoCad staff in order to prepare the necessary drawings for this additional maintenance workload within an acceptable timeframe. The addition of a temporary AutoCad technician (25% full time equivalent) will provide the necessary relief.

ALTERNATIVES

Do nothing – not recommended. This option would let existing records deteriorate and would cause significant delays for the Department in fulfilling its goal of improving the system and would impact the safety of the work environment, especially for field people.

COST SUMMARY

| Additional Costs | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Staffing | \$15,000 | |
| Utilities | | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Savings | | |
| Total | \$15,000 | |

IMPLEMENTATION

Upon approval, the current temporary AutoCAD Technician will continue to assist Engineering Staff.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Administrative Clerk

REQUEST SUMMARY

Add the position of Administrative Clerk to work in the Electric Construction and Maintenance Division. This request also includes necessary office furnishings and a personal computer workstation.

PRIMARY OBJECTIVE

To increase staffing level to perform the more technical clerical type duties specific to the Electric Construction and Maintenance Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Department is always striving for efficiency in all areas. At this time, this division functions without fully dedicated clerical support, utilizing the time of the departments full time Administrative Clerk on a limited, time-permitting basis. A large portion of the clerical duties and record keeping is currently being done by the Electric Utility Superintendent, the Construction/Maintenance Supervisor, the Technical Service Manager and the Apparatus Mechanic. The Administrative Clerk now performs all duties assigned from all divisions; the Construction/Maintenance Division is allocated approximately 20% of the clerk's time. The existing filing system and record keeping methods are in serious need of reorganization, updating and consolidation. The Maintenance/Inspection records required by General Order #165 needs to have a program developed and computerized, as well as yearly reports that are required by the Public Utilities Commission. This position will enable the record keeping and clerical work of the Electric Construction/Maintenance Division to be brought up to an adequate level of standards and will allow compliance with regulations, legislation, and General Orders.

Duties will include but are not limited to the following:

Provide customer support services by receiving calls from customers for scheduling of inspections. Work with the Superintendent and Construction/Maintenance Supervisor to schedule daily Service Orders; develop and maintain updated customized databases for safety, training, tool and equipment inventories, General Order #95 (Tree Trimming), General Order #128, General Order #165 (mandated interval inspections of overhead and underground electrical system). Prepare yearly reports required by the Public Utilities Commission; class A drivers license and drivers physicals; inspection records for all field equipment which require periodic inspections. Maintain purchase orders records; verify shipments of materials and equipment received prior to releasing invoices for payments. Obtain price quotes; ship parts for repairs and returns; assign budget account numbers to invoices after verifying prices; draft and/or type letters, memorandums, and electrical reports as instructed. Type and assemble material and equipment specification documents required to obtain bids for material or services; recap payroll hours worked and maintain sick leave, overtime and vacation records for division employees. Type and assemble preliminary budget documents for the division; organize and post safety meetings, take and post meeting minutes.

This position will significantly reduce the time the Electric Superintendent (20%), Construction/Maintenance Supervisor (20%), Technical Service Manager (25%), Apparatus Mechanic (25%) spend on record keeping and clerical work, which will result in more time spent on technical duties relating to utility services and training.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ALTERNATIVES

Continue with the Electric Superintendent, Construction/Maintenance Supervisor, Apparatus Mechanic and Technical Services Manager doing the record keeping and clerical work (not recommended).

COST SUMMARY

| Additional Costs | 2001-2002 | | |
|----------------------------------|------------------|--|--|
| Administrative Clerk | \$ 21,196 | | |
| Overhead | \$ 5,088 | | |
| Computer Workstation & Furniture | \$ 12,000 | | |
| Total | \$ 38,284 | | |
| | | | |
| Savings | \$11,075 | | |
| Net Cost | \$27,209 | | |

FINANCE 2001-2003
IMPLEMENTATION

Upon approval, implement during 2001/2002 fiscal year.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance

REQUEST TITLE: Line Crew One (1) Electric Foreman/Forewoman and Two (2) Electric Lineman/Linewoman

REQUEST SUMMARY

To fill the position of one (1) Electric Foreman/Forewoman and two (2) Electric Linemen/Linewomen to work in the Construction/Maintenance Division. This request also includes the necessary line/digger truck, one ton flatbed truck and tools and equipment necessary for the new Linecrew to perform their job assignments.

PRIMARY OBJECTIVE

To increase the Line section's staffing level by one (1) Electric Foreman/Forewoman and two (2) Electric Linemen/Linewomen in response to increasing maintenance of an aging electric system and the demands of the constantly changing and expanding City. Also, to fully implement G.O. 165 inspection intervals and repairs to the electric system as required.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past five (5) years the Construction/Maintenance Division has employed continuously two (2) to seven (7) contract Lineman and/or Groundmen.

In October, 1998 the California Public Utilities Commission imposed prescriptive distribution system inspection and maintenance practices (General Order 165) on publicly-owned distribution utilities. G.O. 165 specifies inspection intervals of overhead and underground electric systems that each Electric Utility shall implement (see attached sheet for intervals). Implementing and maintaining G.O. 165 inspection intervals will require additional personnel. Due to previous, present and future workloads, the Construction/Maintenance Division has not been able to implement G.O. 165 inspections to the standards required by the California Public Utilities Commission.

Due to the aging of the electric system, it is necessary to add personnel in the Electric Construction/Maintenance Division of the Electric Utility Department. The reliability and safety of the electric system is seriously threatened. The underground system requires extensive replacement and rebuilding. Pole replacement is invariable, and replacement of butt rotted poles is a critical safety issue. A high percentage of our overhead primary and secondary conductors need replacing. With this comes extensive rebuilding of the pole apparatus. The Electric Utility needs to inspect, engineer, and implement the replacement and rebuilding necessary to ensure that customer service remains reliable, and that the safety of the citizens of Lodi and the crew is not jeopardized. With the condition of the aging equipment, the electric system reliability is seriously threatened. In the upcoming competitive market, it is essential that we maintain and build on a reputation of quality and reliability.

ALTERNATIVES

Continue to operate with existing personnel, and let the system continue to degenerate, and not implement G.O. 165 inspections which are mandated by the Public Utilities Commission.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

COST SUMMARY

| Additional Costs | 2001-2002 | | |
|---------------------------|------------|--|--|
| One (1) Foreman/Forewoman | \$ 65,354 | | |
| Two (2) Linemen/Linewomen | \$ 118,810 | | |
| Overhead | \$ 44,200 | | |
| Digger/Linetruck | \$ 210,000 | | |
| One Ton Flatbed Truck | \$ 60,000 | | |
| Tools and Equipment | \$ 35,000 | | |
| | | | |
| Total | \$ 533,364 | | |

**FINANCE 2001-2003
IMPLEMENTATION**

Upon approval, implement during 2001/2002 fiscal year.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Construction and Maintenance

REQUEST TITLE: Contract Personnel, Material and Equipment

REQUEST SUMMARY

To hire contract personnel, buy additional material and tools and rent equipment.

PRIMARY OBJECTIVE

To maintain adequate personnel, buy materials and tools and rent equipment that is necessary to provide continuity of reliable service to the electric customers of the City of Lodi.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Electric Utility Construction/Maintenance Division is requesting funds to employ Contract Linemen/Linewomen and Contract Groundmen/Groundwomen. Contract personnel are used to augment the Linecrews during times when there is an excessive work load. The extra personnel will enable the linecrews to keep abreast with services to new commercial customers, installing sub-structures and electric systems for new sub-divisions, providing services to new residential customers and maintaining overhead and underground electric systems.

In October, 1998 the California Public Utilities Commission imposed prescriptive distribution system inspection and maintenance practices (General Order 165) on publicly-owned distribution utilities. G.O. 165 specifies inspection intervals of overhead and underground electric systems that each electric utility shall implement (see attached sheet for intervals). Implementing and maintaining G.O. 165 inspection intervals will require additional personnel. A full-time two-person crew will be needed to implement and accomplish this task.

The following list is the major projects planned for construction during the 2001/2003 fiscal years.

- Construction of a new 60kV overhead and underground circuit from White Slough to Lower Sacramento Road.
- Rebuilding the downtown underground electric system.
- Replacement of wood poles that do not pass inspection.
- Replacement of faulty underground equipment found during inspection of the underground electric system.

The use of contract personnel will be a saving to the City of Lodi Electric Utility during the time when there is no excessive workload. The contract personnel will be laid off.

ALTERNATIVES

Not hiring the contract personnel will result in degradation of service to new electric customers.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

LOST SUMMARY

| Additional Costs | Account No. | 2001-2002 | 2002-2003 |
|-------------------------------|-------------|------------|-----------|
| Staffing | 160650 | \$ 121,281 | |
| | 160651 | 80,854 | |
| Supplies, Materials, Services | 160650 7300 | 40,000 | |
| | 160650 7700 | 30,000 | |
| | 160651 7300 | 15,000 | |
| | 160651 7700 | 45,000 | |
| Equipment Rental | 160650 | 30,000 | |
| | 160651 | 15,000 | |
| Total | | \$ 377,135 | |

FINANCE 2001-2003
IMPLEMENTATION

Upon approval, implement during 2001/2002 and 2002/2003 fiscal years.

2001 - 2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance
REQUEST TITLE: Groundperson/Apprentice Lineman/Linewoman

REQUEST SUMMARY

Establish the position of Groundperson/Apprentice Lineman/Linewoman

PRIMARY OBJECTIVE

To increase staffing level to provide the Electric Utility Department with an entry level position for Linemen/Linewomen.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

At this time and over the past few years, there has been a shortage of journey-level linemen/linewomen in the State of California and surrounding areas. Local Union 1245 I.B.E.W. (International Brotherhood of Electrical Workers) has been inadequate in providing the City of Lodi Electric Utility Department with qualified journey-level linemen/linewomen.

The implementation of an apprenticeship program will help to alleviate this problem. Providing on-the-job skills and training into a technical career will attract employees from other City Departments and the citizens of Lodi.

The program will provide five years of training and study to reach journey-level lineman/linewoman status. The successful applicant will work as a groundman/woman for a minimum of twelve months, evaluated monthly. If successful, the applicant will start a four-year apprenticeship program of intense study and hands-on training.

The Memorandum of Understanding between City of Lodi and Local 1245 International Brotherhood of Electrical Workers, from February 9, 1998 to December 31, 2002, Article III, Section 4-6 states the City of Lodi intends to establish an apprenticeship program during the term of this MOU.

ALTERNATIVES

Continue hiring journey-level linemen/linewomen from the limited sources available with no entry-level position in the Electric Utility Department. Also will be disregarding the Memorandum of Understanding between the City of Lodi and Local #1245 I.B.E.W.

COST SUMMARY

| Additional Costs | | | | 2000/02 | | 2002/03 |
|------------------|-------------------------------|-------|--|---------|--|-----------|
| | | | | | | |
| | Staffing | | | | | \$ 38,890 |
| | Overhead | | | | | \$ 11,724 |
| | Supplies, Materials, Services | | | | | \$ 2,000 |
| | Training | | | | | \$ 3,000 |
| | | Total | | | | \$ 55,614 |

FINANCE 2001-2003
IMPLEMENTATION

Upon approval implement during 2002/2003 fiscal year.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Electric Substations and Systems**REQUEST TITLE:** Contract for Professional Services (Painting)

REQUEST SUMMARY

Contract for Substation Equipment Painting

PRIMARY OBJECTIVE

Prevent further degradation of exterior surfaces of substation equipment.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR

The exterior surfaces of the power substation transformers and power circuit breakers are in need of painting.

Damage to the exterior surfaces of the power circuit breakers and transformers have caused rust to form. This rust will in time cause the transformer cooling radiators and tap changers to leak oil. Due to the expertise needed in applying the commercial coatings needed for this type of equipment, contracting for this service is necessary.

ALTERNATIVES

Delay painting to a later budget cycle. (Not recommended.)

JST SUMMARY

| Additional Costs | 2001-2002 | | 2002-2003 |
|------------------|--------------|--|-----------|
| | | | |
| | | | |
| Sub Contract | \$ 20,000.00 | | |
| | | | |
| | | | |
| Total | \$ 20,000.00 | | |

FINANCE 2001-2003**IMPLEMENTATION**

Bid and contract each budget year 2001-2002 and 2002-2003.

TRANSPORTATION

STREETS

STORMDRAINS

TRANSIT

2001 - 2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Public Works / Street Division and Water/Wastewater Division
REQUEST TITLE: Municipal Service Center Administration

REQUEST SUMMARY

Add a full-time permanent Administrative Clerk to City staff.

PRIMARY OBJECTIVE

1. Maintain competent employees.
2. Bring this employment practice in compliance with City policy.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For more than 15 years, there has been a part-time clerical position at the Municipal Service Center. This position serves the Water/Wastewater and Street Divisions. This position started out as half-time. After approximately seven years, it grew into a three-quarter time position. For the last four years, this position has consistently operated at full time. In addition to this, overtime has increased and the need to contract with temporary agencies has become much more common. These contract employees have averaged three to four-month assignments each year, over the past several years. The new CalPERS insurance program will increase the cost of this temporary position.

ALTERNATIVES

1. Continue as we are.
2. Send some of the workload to other clerical throughout the City.

| COST SUMMARY | | 2001-02 | 2002-03 |
|-------------------------------|--------------------------|----------|---------|
| Additional Costs | | | |
| Staffing | | \$33,400 | |
| Supplies, Materials, Services | | | |
| Minor Equipment | | | |
| Total | | | |
| Savings | Reduce Part-Time Funding | <14,500> | |
| | | | |
| | | | |
| Net Cost | | \$18,900 | |

IMPLEMENTATION

If this request were approved, the normal hiring process would be exercised.

2001 - 2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Public Works / Street Division and Water/Wastewater Division**REQUEST TITLE:** Municipal Service Center Administration Temporary Services**REQUEST SUMMARY**

This request is to provide funding to hire, when needed, short-term secretarial assistance from a temporary agency.

PRIMARY OBJECTIVE

1. To maintain production demands during peak periods.
2. To fill in for permanent staff when needed.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the last four years, there has been reoccurring need for this type of service at the Municipal Service Center. Therefore, this request is being based on past practice.

ALTERNATIVES

1. Don't fund in advance for this type of need and address it at year-end with a special allocation.

| COST SUMMARY | | 2001-02 | 2002-03 |
|-------------------------------|--------------------------|----------|---------|
| Additional Costs | | | |
| Staffing | | \$10,100 | |
| Supplies, Materials, Services | | | |
| Minor Equipment | | | |
| Total | | | |
| Savings | Reduce Part-Time Funding | | |
| | | | |
| | | | |
| Net Cost | | \$10,100 | |

IMPLEMENTATION

If this request is approved, the implementation would occur when needed.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Public Works – Flood Control**REQUEST TITLE:** Stormwater Pollution Prevention Plan and NPDES Permit

REQUEST SUMMARY

This request is to retain a consultant to assist in preparing Federal and State mandated stormwater pollution prevention plan and acquire the needed National Pollutant Discharge Elimination System (NPDES) Phase II permit.

PRIMARY OBJECTIVE

All cities with a population over 100,000 fall in the Phase I plan and are already required to have obtained a stormwater discharge permit. Cities with a population under 100,000 fall into the Phase II plan and are required to obtain a stormwater discharge permit by March 10, 2003. A major requirement of obtaining a permit is to identify and put into place Best Management Practices (BMPs) to eliminate pollutants from entering our waterways.

It is anticipated that the Central Valley Regional Water Quality Control and others will be bringing heavy fines to those agencies not in compliance by the deadline. This is an unfunded mandate. Areas to be addressed are Mokelumne River discharges, Woodbridge Irrigation Canal discharges, commercial and industrial facilities discharges, street cleaning practices, and construction activities.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Phase II of the NPDES deadline is March 10, 2003.
- Environmentally the correct action to support.
- Protect the City from potentially significant fines/lawsuits (citizen).

ALTERNATIVES

Staff can find no acceptable alternatives.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | | |
| Supplies, Materials, Services | \$50,000 | |
| Minor Equipment | | |
| Total | | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$50,000 | |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Street Sweeping Increase

REQUEST SUMMARY

This request is to increase street sweeping from once a month to once every two weeks.

PRIMARY OBJECTIVE

In 1993, the City drastically reduced its street sweeping activities from once every 12 working days to once a month. Since then, the City has grown and, more importantly, awareness of the direct relationship of sweeping and storm water pollution has grown as well. Our storm system drains directly into the Mokelumne River or the Woodbridge Irrigation District Canal. The most cost-effective way to remove pollutants, dirt and debris from entering our storm system is to get it picked up before it has a chance to get into our waterways. During the next couple of years, the City will have to obtain a storm water permit under the NPDES Phase II regulations and increased street sweeping is a typical "Best Management Practice".

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Reduction in pollutants, dirt and debris entering the storm system.
- Environmentally responsible.

ALTERNATIVES

Continue with present practices.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | | |
| Supplies, Materials, Services | \$82,000 | |
| Minor Equipment | | |
| Total | | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$82,000 | |

IMPLEMENTATION

If funding is approved, staff would present to Council options with regard to providing service in-house, the use of contract services or a combination of both.

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works

REQUEST TITLE: Street Trench Damage Assessment Study

REQUEST SUMMARY

This request is to hire a consultant to provide a Trench Damage Assessment Study.

It is common knowledge that cutting trenches into roadways has a negative effect on the life of that roadway. This effect varies from location to location. Damage has been measured up to six feet on each side of a trench. This accelerates the need for maintenance and influences future asphalt overlay design during rehabilitation.

PRIMARY OBJECTIVE

It is anticipated that the City will adopt a trench fee ordinance as a result of this study.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Increased trenching due to communications cable of various types and replacement of water, sewer, and electric facilities.

ALTERNATIVES

Continue with present practices.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | | |
| Supplies, Materials, Services | \$35,000 | 0 |
| Minor Equipment | | |
| Total | | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$35,000 | 0 |



Civil Consulting
Pavement Management
Asphalt Technology
Construction Services
Asset Management

January 25, 2001

Job No: 01027

City of Lodi
1331 South Ham Lane
Lodi, CA 95242-3995

Attn: Mr. George Bradley
Street Superintendent

Subject: Proposal to Provide a Trench Damage Assessment Study

Dear Mr. Bradley:

It is our pleasure to provide this proposal for your consideration.

BACKGROUND

The City of Sacramento had a Trench Damage Assessment Study performed in 1996/97, in which it was determined that in their city there is significant pavement damage adjacent to retrofitted utility trenches due to the relaxation of soils during trenching. The testing program was a comparative deflection analysis performed by CHEC Consultants. Damage was measured up to 6 feet on each side of a trench. For trenches running longitudinal with the roadway, remediation would require an additional 1-1/2 Inch of AC overlay during rehabilitation. For patches and trenches running transverse to the roadway, remediation would require full-depth AC repairs extending 3-1/2 feet beyond the trench limits in preparation for an AC overlay. The City elected to pass an ordinance charging \$3.50 per lineal foot as a maximum fee which was a compromise position between full recovery of costs and the political need to be fair.

Since the Sacramento study, CHEC has tested over 200 trench analyses in approximately 16 cities. The average damage measured from all studies was an additional overlay requirement of 1.8 inches with a zone of influence of 10.4 feet.

Variables that may influence the extent of damage that could occur during trenching include traffic, age of pavement and subgrade soil type. Pavement design tends to eliminate the effects of traffic and subgrade soils except that in very rigid soil types, there may be less impact due to trenching.

SCOPE OF LODI STUDY

It is our recommendation that this study involve no less than 15 sites. Test sites should vary in age, traffic levels and soil areas. We will need five or six transverse trench sites to verify the zone of influence. The remaining trenches will be used to determine increased overlay requirement.

This proposal includes a limited amount of soil auguring and sampling along with coring which is required for the analysis of the deflection data.

The proposed study is not intended to be a stand alone, statistically viable separate study but is intended to have enough test sites to verify when and where trench damage as it occurs is similar to Sacramento's and many of the other studies that have been performed in the past few years.

The testing and analysis program outlined for this study involves the following major tasks:

TASK A: Attend a series of meetings, we anticipate two, to determine certain parameters in regard to the subject study; e.g., study zones, traffic classifications, materials usage, soil types, City standard repairs.

TASK B: After review of all the information and the preliminary meetings, we will perform a final selection of sections for further evaluation. All sections will be located to a set reference point for future relocation. All sections will be deflection tested with a DYNAFLECT using State of California Test Method 356. We will core the tested areas to determine existing AC, PCC, base thicknesses and type. We will augur base and subgrade samples from selected core sites for soil testing.

TASK C: We will perform an analysis on all information obtained. This analysis will be used to make comparisons from which conclusions can be drawn.

TASK D: We will provide a full report of the findings. Our final report will include all supporting data, assumptions and references.

SERVICES PROVIDED BY THE CITY

The City can save considerable consulting fees by providing the following services for this study:

1. The City will preselect at least 15 known longitudinal trench sites where the location of the trench is visible, conforming to variations in traffic and different areas of the City. Additionally, the City should select at least 10 transverse trench cut areas. CHEC Consultants will choose the final 15 trenches for testing from the City's list.
2. The City is to provide a Traffic Index for each segment and required permits.

Our proposal does not include the above tasks.

COST OF SERVICES

Table 1 provides a cost estimate breakdown of services for each task identified. We have estimated that the total fees for the testing, analysis and report as discussed should not exceed \$32,765. The unknown extra is the number of meetings that may be needed to explain issues to the Council, management, utility companies or others involved.

We are prepared to start this project within one week of your approval of this proposal. The entire study may take about 2-1/2 months to complete.

Very truly yours,
CHEC CONSULTANTS, INC.



Ron E. Vicari II
Manager
Staff Engineer

TABLE 1

ESTIMATED COST BREAKDOWN
TRENCH DAMAGE ASSESSMENT STUDY
CITY OF LODI
JOB NO: 01027

Task A: Initial Project Setup and Meetings

| | |
|---|------------|
| 18 hours Associate Engineer @ \$105/hr. | \$ 1,890 |
| 9 hours Consulting Engineer @ \$150/hr. | 1,350 |
| Mobilization | <u>600</u> |
| Subtotal | \$ 3,840 |

Task B: Field Testing, Coring, Sampling and Defect Identification
(Based on 8 to 10 test locations)

| | |
|---|--------------|
| 15 hours Associate Engineer @ \$105/hr. | \$ 1,575 |
| 36 hours Deflection Testing @ \$225/hr. | 8,100 |
| 33 hours Technician Aid @ \$70/hr. | 2,310 |
| 15 hours Coring/Auguring @ \$150/hr. | 2,250 |
| Mobilization | 1,200 |
| 9 days Per Diem @ \$95/day | 855 |
| Patch Mix, Photos, Etc. (Miscellaneous Allowance) | 375 |
| Traffic Control | <u>4,200</u> |
| Subtotal | \$20,865 |

Task C: Data Analysis and Cost Calculations

| | |
|---|------------|
| 12 hours Staff Engineer @ \$95/hr. | \$ 1,140 |
| 9 hours Data Analysis @ \$100/hr. | 900 |
| 6 hours Associate Engineer @ \$105/hr. | 630 |
| 12 hours Drafting @ \$75/hr. | 900 |
| 6 hours Consulting Engineer @ \$150/hr. | 900 |
| Laboratory Testing (Allowance) | <u>800</u> |
| Subtotal | \$ 5,270 |

TABLE 1(Continued)

Task D: Final Report

| | |
|---|-------------|
| 18 hours Staff Engineer @ \$95/hr. | \$ 1,710 |
| 6 hours Associate Engineer @ \$105/hr. | 630 |
| 3 hours Consulting Engineer @ \$150/hr. | <u>450.</u> |
| Subtotal | \$ 2,790 |
| PROJECT TOTAL | \$32,765 |

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST

ACTIVITY: Public Works
REQUEST TITLE: Contract Landscape Maintenance Increases

REQUEST SUMMARY

This request is to provide funding for new landscaped areas approved by council that will to be added to the City Landscape Maintenance contract during the next 2-year budget cycle.

PRIMARY OBJECTIVE

The primary objective is to cover the added costs of maintaining additional new landscaped areas due to new subdivision landscaped walkways and street median landscape improvements. These new sites will add a significant increase of area and maintenance. These areas are not currently included in the 2001 - 2003 budget proposals. The exact start date is not yet known.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

- Lower Sacramento Road median
- South Hutchins Street and Kettleman Lane median
- New subdivision frontage, including Parisi Ranch, Periegos Ranch, Century Meadows, and Lodi West 7

ALTERNATIVES

None

| COST SUMMARY | 2001-02 | 2002-03 |
|---|-----------|------------|
| Additional Costs | | |
| Lower Sacramento Median | \$25,000* | \$25,000** |
| South Hutchins Street and Kettleman Lane median | \$0 | \$21,000** |
| New subdivision frontage, including Parisi Ranch, Periegos Ranch, Century Meadows, and Lodi West 7, based on 6 months maintenance | \$4,025* | \$6,375** |
| | | |
| Total | \$29,025 | \$52,375 |
| | | |
| Net Cost | \$29,025 | \$52,375 |

*6 months, fiscal year 2001- 2002

**additional funding to meet full fiscal year 2002-2003 maintenance

IMPLEMENTATION

If funding is approved, funds would only be used as new landscaped areas are added.

LEISURE, CULTURAL & SOCIAL SERVICES

PARKS

RECREATION

LIBRARY

COMMUNITY
CENTER

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Recreation Administration**REQUEST TITLE:** Full Time Administrative Clerk

REQUEST SUMMARY

Hire a full time Administrative Clerk for front office operations in the Recreation Division.

PRIMARY OBJECTIVE

To provide quality customer service and clerical support for the Recreation Division.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For many years, the Recreation Division front office clerical staff has consisted of one full time Sr. Administrative Clerk supplemented by two 1500-hour part time clerk positions. The front office staff provides customer service to thousands of citizens each year as well as provides clerical support to three recreation supervisors and numerous program coordinators.

In the summer of 2000, one long-term clerk was put on an employment contract. This request is to make the contract employee full time.

ALTERNATIVES

1. Continue this employee on a contract basis

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|-----------|---------|
| Additional Costs | | |
| Staffing | \$35,855 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$35,855 | |
| Savings | -\$17,982 | |
| | | |
| | | |
| Net Cost | \$17,873 | |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Parks and Recreation Administration
REQUEST TITLE: Part-time Intern/CAD Operator

REQUEST SUMMARY

Hire part-time CAD operator to assist in preparation of construction drawings for park improvement projects. By doing in-house design, we are able to save upwards of \$100,000 per year in consulting fees, which allows us to put these savings back into projects.

PRIMARY OBJECTIVE

To save consultant fees by accomplishing in-house design of our park projects. To efficiently and economically accomplish the in-house design of our projects for a complete package of construction drawings and specifications.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Our department has successfully proven that we can save outside consulting fees by doing construction drawings and specifications in-house. This position provides the necessary staffing to accomplish our objectives efficiently. In addition, the city will be receiving approximately \$500,000 for park projects in per capita funds from Proposition 12. This position will assist in the design portion of those projects.

ALTERNATIVES

1. Use outside consulting services. This alternative would leave fewer funds available for construction.
2. No CAD Operator. This alternative would cause us to turn this task over to Public Works staff, which in turn would greatly delay projects.

| COST SUMMARY | 1999-2000 | 2000-2001 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing | \$10,810 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$10,810 | |
| Savings | | |
| Net Cost | \$10,810 | |

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Aquatics

REQUEST TITLE: Lifeguard

REQUEST SUMMARY

Hire (1) part-time lifeguard to guard the beach extension created by the Lodi Lake Trail project.

PRIMARY OBJECTIVE

To provide a safe atmosphere, with adequate supervision, for the community and staff at the Lodi Lake beach.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

In November/December the city started phase one of Lodi Lake Trail Project. This has therefore created a larger swim area, which will require the presence of an additional lifeguard.

ALTERNATIVES

1. Staff the beach with current levels.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | \$3,900 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$3,900 | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$3,900 | |

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Aquatics

REQUEST TITLE: Swim Instructors

REQUEST SUMMARY

Hire (5) part time swim instructors for one additional swim lesson session (2 weeks/ Aug 20-Aug 31).

PRIMARY OBJECTIVE

Provide additional (300) opportunities for children to learn how to swim.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Citizen requests for late summer swim lesson opportunities.

ALTERNATIVES

Provide no sixth session of swim lessons.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | \$3350 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$3350 | |
| Savings | | |
| Revenue | \$3600 | \$3600 |
| | | |
| Net Cost | <\$250> | |

2001-03 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY:** Sports Facilities**REQUEST TITLE:** Two Full Time Laborers for General Sports Facilities Maintenance**REQUEST SUMMARY**

Hire two full time laborers. This request is to bring the level of maintenance staff to an appropriate level for the number of facilities maintained.

PRIMARY OBJECTIVE

To provide maintenance of sports facilities in support of recreational programming.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past six to eight years, the Parks Division has increasingly relied on part time staff for maintenance needs. In August 2000, two long-term part time staff persons were put on contract. This request to make these two employees permanent full time, one in 2001-02 and one in 2002-03.

ALTERNATIVES

1. Continue using part time staff.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------------|----------------|
| Additional Costs | | |
| Staffing | \$36,255 | \$36,895 |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$36,255 | \$36,985 |
| Savings | -\$14,960 | -\$14,210 |
| | | |
| | | |
| Net Cost | \$21,295 | \$22,775 |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Sports Facilities

REQUEST TITLE: Full Time Laborer for National Guard Armory and American Legion Buildings

REQUEST SUMMARY

Hire one full time employee for maintenance of National Guard Armory and American Legion buildings if the city acquires them.

PRIMARY OBJECTIVE

To maintain Armory and Legion Buildings for Recreation Sport Activities and Rentals. Impact is significant to bring these buildings on line, not only with the facilities, but also the mowing and edging. With the addition of these two buildings for Sport Activities and Rentals, this will place significant impact on our ability to maintain our other parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have additional hours specifically budgeted for Armory and Legion Buildings. We currently do not have enough space for sport activities and rentals. We are asking for a full time laborer to allow for maintenance. Additionally, these facilities need attention especially in the area of hardwood floor maintenance, restroom maintenance, edging and trimming.

ALTERNATIVES

1. To defer maintenance until a current employee has finished his duties.
2. To contract out maintenance.
3. Staff with part time.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing | \$39,255 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$39,255 | |
| Savings | | |
| Net Cost | \$39,255 | |

IMPLEMENTATIONS

If approved, additional staff to be hired July 2001 or when facilities are acquired.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**ACTIVITY:** Parks and Recreation**REQUEST TITLE:** Operating Expenses for American Legion Building**REQUEST SUMMARY**

Operating expenses for use of the American Legion building by the Parks and Recreation Department to include program staff, utilities, janitorial supplies, miscellaneous supplies, repairs to building, lease payments, insurance, and taxes.

PRIMARY OBJECTIVE

To provide the community with much needed indoor space for recreational programs and community uses.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The department is in the process of securing use of the American Legion building for indoor recreational programs and community uses. Once secured, the city will be responsible for ongoing operational costs of the facility. It is anticipated that through program fees and community use fees, the costs associated with this request will be recovered.

ALTERNATIVES

1. Discontinue pursuing use of the facility and maintain current level of programming.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | \$10,000 | |
| Supplies, Materials, Services | \$46,100 | |
| Minor Equipment | | |
| Total | \$56,100 | |
| Savings | | |
| | | |
| | | |
| Net Cost | | |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Lodi Lake Park

REQUEST TITLE: Part time Irrigation Installer

REQUEST SUMMARY

One 1500 hour additional part time laborer to help finish installing irrigation and Maxicom water system on the south section of the park.

PRIMARY OBJECTIVE

To assist in the installation of automatic and Maxicom irrigation system on the south sections of the park. Would also be available to install Maxicom clocks in other parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

A major objective to upgrade the deficiencies at Lodi Lake is to install automated irrigation in the park. In order to accomplish this maintenance saving objective is to do the work with park crews through out the year.

ALTERNATIVES

1. Continue to experience excessive maintenance hours to irrigate the park by hand.
2. Contract out this work at a much higher cost.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing | \$12,640 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$12,640 |) |
| Savings | | |
| Net Cost | \$12,640 | |

IMPLEMENTATIONS

If approved, additional staff to be hired July 2001.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Park Maintenance

REQUEST TITLE: Part Time Laborer for Lodi Lake Park

REQUEST SUMMARY

Hire one part-time employee 1500 hours for maintenance of Lodi Lake Park. With the completion of the new Beach area landscaping (under construction), this will place significant impact on our ability to maintain the rest of the park. With the addition of this person we will have a better control on maintenance of the Wilderness Area, West Bank and the rest of Lodi Lake Park.

PRIMARY OBJECTIVE

To maintain Lodi Lake Park Beach area which is currently under construction and help with the maintenance of the Wilderness Area and West Bank.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

We currently do not have additional hours specifically budgeted for Lodi Lake Park. With the completion of the new Beach area, we will have additional maintenance with all the new landscaping. We are asking for 1500 hours of part-time hours to allow for maintenance. Additionally, Wilderness Area and West Bank (13 Acres west of Lodi Lake) need attention especially in the area of edging, trimming and spraying.

ALTERNATIVES

Attempt to complete maintenance to the best of our ability.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | \$11,505 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$11,505 | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$11,505 | |

IMPLEMENTATIONS

If approved, additional staff to be hired July 2001

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Park Maintenance

REQUEST TITLE: Two Full Time Laborers for General Park Maintenance

REQUEST SUMMARY

Hire two full time laborers. This request is to bring the level of maintenance staff to an appropriate level for the number of parks and facilities maintained.

PRIMARY OBJECTIVE

To provide maintenance of general parks.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Over the past six to eight years, the Parks Division has increasingly relied on part time staff for maintenance needs. In August 2000, two long-term part time staff persons were put on contract. This request to make these two employees permanent full time, one in 2001-02 and one in 2002-03.

ALTERNATIVES

1. Continue using part time staff.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing | \$36,255 | \$36,895 |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | \$36,255 | \$36,985 |
| Savings | -\$17,130 | -\$13,300 |
| | | |
| | | |
| Net Cost | \$19,125 | \$23,685 |

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Library
REQUEST TITLE: Purchase a digital copier

REQUEST SUMMARY:

Purchase a digital copier with printer networking capabilities for library staff use

PRIMARY OBJECTIVE:

- 1) Streamline copying tasks by providing a copier with the following features
 - a) collating,
 - b) duplexing (two-sided copying),
 - c) multiple paper trays, etc.
- 2) Provide the capacity to create quality copies
- 3) Reduce the repair bills for copying
- 4) Provide the opportunity to store document masters digitally and generate copies as needed

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The copier currently available for staff used is a refurbished Minolta. No additional features such as duplexing, collating, stapling, automatic document feed, etc. are available on the machine. The machine overheats during minor copying jobs on colored paper. Considerable staff time is used in larger copying projects or the project is taken to city hall. The copier model under consideration for purchase provides the necessary features and the option to add new features in the future. The maintenance agreement includes toner, parts and labor for up to 90,000 copies.

ALTERNATIVES:

Continue to use the existing copier; lease a digital copier for \$211 monthly plus a per copy charge of .012, 36 month service agreement applies.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | | |
| Supplies, Materials, Services | 1,500 | |
| Minor Equipment | 8,500 | |
| Total | 10,000 | |
| Savings | 200 | |
| | | |
| | | |
| Net Cost | 9,800 | |

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE****ACTIVITY: Library****REQUEST TITLE: Open the Library for Service on Sundays for 4 Hours****REQUEST SUMMARY:**

Extend the library's hours of service to include 1-5 PM on Sunday. Provide full library services including

- 1) Professional reference services,
- 2) Circulation services and
- 3) Internet access

PRIMARY OBJECTIVE:

- 1) Enhance the public's access to information and the library's resources
- 2) Provide library services when other libraries are unavailable to students and information seekers
- 3) Hire one half-time reference librarian to share in providing professional information services on Sundays

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Currently the library is open 60 hours per week. Area school libraries, academic libraries, and county public libraries are closed on Sunday. Patterns of daily life are changing, more residents are experiencing lengthy commutes to the Bay Area resulting in a need for more weekend hours. In 1995 fourteen (14%) percent of the library users polled in a survey requested more weekend hours, many asking specifically for Sunday hours. Members of the public frequently ask library staff and board members about opening the library on Sunday.

ALTERNATIVES:

Provide access to information only through a telephone reference service on Sunday.

Open the library with limited services; for example, as a reading room with no materials checkout available and no assistance in finding information.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing | 49,628 | |
| Supplies, Materials, Services | 12,000 | |
| Minor Equipment | | |
| Total | 61,628 | |
| Savings | | |
| | | |
| | | |
| Net Cost | 61,628 | |

| 2001-03 FINANCIAL PLAN AND BUDGET | | | | | | | | | |
|-----------------------------------|--|---------|--|----------------------|--|-----------------|--|--|--|
| TEMPORARY/PART-TIME REQUEST | | | | | | | | | |
| DEPARTMENT: | | Library | | Information Services | | ACCOUNT NUMBER: | | | |
| ACTIVITY: | | | | | | 210801 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Library
REQUEST TITLE: Part-time Reference Librarian

REQUEST SUMMARY:

Hire one part-time professional librarian to provide information services during peak times (weekday afternoons, and weekends)

PRIMARY OBJECTIVE:

- 1) Increase customers' access to information by providing a professional librarian to assist in finding information throughout the library's various collections.
- 2) To increase the customer's satisfaction with library services
- 3) Position the library with additional staffing to accommodate extending the library's hours of service
- 4) Provide the opportunity for professional staff to extend library services through outreach to the community.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The library has increased its collection and varied its information formats in recent years. The reference staff has increased its involvement in outreach activities with community groups. The introduction of the Internet as a reference tool has increased the staff's ability to answer more complicated reference queries. Although the introduction of the Internet in homes has decreased the numbers of customers questions, the level of complexity and the amount of staff time required to provide an accurate answer has increased. In addition, the introduction of Internet stations for the public access has greatly impacted the reference desk activities. During peak times especially after school, the volume of reference help required by the public increases. On weekends no reference service is available when the full time reference librarian is at lunch.

ALTERNATIVES Continue current staffing levels with no reference desk coverage during lunches and vacations. Unable to increase library service hours or community outreach activities.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|-------------------------------|------------------|------------------|
| Additional Costs | | |
| Staffing | 20,667 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | 20,667 | |
| Savings | | |
| | | |
| | | |
| | | |
| Net Cost | 20,667 | |

Significant Expense and Staffing Change
Part-Time Reference Librarian

| 2001-03 FINANCIAL PLAN AND BUDGET | | | | | | | | | |
|--|----------------------|----------|--------|-----------------|--------------------|-----------|-----------------|------------------------|--------------|
| TEMPORARY/PART-TIME REQUEST | | | | | | | | | |
| DEPARTMENT: | Library | | | | | | | | |
| ACTIVITY: | Information Services | | | ACCOUNT NUMBER: | | 210801 | | | |
| | | Est Time | Hourly | Total | 115 | 121 | 122 | 125 | TOTAL |
| Job Title | Purpose | Utilized | Rate | Request | Medicare Insurance | PERS | Social Security | Unemployment Insurance | REQUEST |
| 1 | 2 | 3 | 4 | | 6 | 7 | 8 | 9 | 10 |
| 2001-02 | | | | | | | | | |
| Part-Time Lib I | Reference | 1040 | 18.91 | \$ 19,666.40 | \$ 285.16 | \$ 678.49 | | \$ 36.38 | \$ 20,666.44 |
| | Total | | | \$ 19,666.40 | \$ 285.16 | \$ 678.49 | | \$ 36.38 | \$ 20,666.44 |
| 2002-03 | | | | | | | | | |
| Part-Time Lib I | Reference | 1040 | 18.91 | \$ 19,666.40 | \$ 285.16 | \$ 678.49 | | \$ 36.38 | \$ 20,666.44 |
| | Total of Items Above | | | \$ 19,666.40 | \$ 285.16 | \$ 678.49 | | \$ 36.38 | \$ 20,666.44 |
| Specific Instructions: | | | | | | | | | |
| Column 3: Identify the time required (Example: 100 hours) | | | | | | | | | |
| Column 4: Use the appropriate salary rate from the part-time/temporary rates | | | | | | | | | |
| Column 5: Multiply the amounts in Columns 3 and 4 | | | | | | | | | |
| Column 6: Multiply the amount in Column 5 by .0145 if the employee is subject to Medicare (hired after 3/1/86) | | | | | | | | | |
| Column 7: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only | | | | | | | | | |
| Column 8: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only | | | | | | | | | |
| Column 9: Multiply the amount in Column 5 by rate indicated on separate rate schedule for part-time personnel only | | | | | | | | | |
| Column 10: Add columns 5 thru 9 | | | | | | | | | |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Hutchins Street Square – Performing Arts Center

REQUEST TITLE: Hire Full Time Stage Tech Manager for the Hutchins Street Square Theatre

REQUEST SUMMARY Hire a full time Stage Tech Manager to handle the operation and management of the Theatre and conference rooms at Hutchins Street Square.

PRIMARY OBJECTIVE

1. Expand the use and operation of the theatre and conference rooms
2. Provide greater customer service
3. Increase efficiency
4. Provide level of protection for facility and high tech equipment

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The theatre was opened in 1999 as the final construction of the Square was completed. The department made a commitment to the City to learn the system and piece-meal the operation until the next full budget cycle in an attempt to manage efficiently.

The proposed plan to add a full-time stage manager matches the proposal of the Arts Commission and the Hutchins Street Square Foundation over the past few years to supplement staff with a full-time stage tech manager. Our current use of the theatre and conference rooms is managed by a variety of part-time, out of town/on-call techs. The addition of a full-time manager would expand the potential use of the facilities, increasing the opportunities of community use.

The addition of an aquatics coordinator at the Square's swimming pool realized a 20% increase of revenues over the first twelve months of operation.

ALTERNATIVES

Continue using part-time staff on a need basis.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------------|----------------|
| Additional Costs | | |
| Staffing | \$ 55,000 | |
| Supplies, Materials, Services | \$ 5,000 | |
| Minor Equipment | \$ 5,000 | |
| Total | \$ 65,000 | |
| | | |
| Savings | \$ 30,000 | |
| | | |
| Net Cost | \$ 35,000 | |

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Center

REQUEST TITLE: Replace Existing Poollift.

REQUEST SUMMARY: Replace existing poollift with unit meeting current ADA standards and increased capacity.

PRIMARY OBJECTIVE: Provide safe, easy to use and reliable lift service to handicapped clients using the H.S.S. pool.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE: The current poollift has reached the end of its working lifespan. Calcium deposits and corrosion damage the lifts seals reducing capacity and cause binding in the lift's action. This lift is undersized for large clients, does not offer padded surfaces, and does not contain people from falling out of the lift. Falls have occurred twice. The current poollift does not have child safe edges. The new poollift will have double the capacity (700 lbs.), padded arm rests, a trapeze overhead for the wheelchair bound and does not reside in the pool- saving space, increasing lifespan of the apparatus.

ALTERNATIVES: Continue to utilize the existing lift. Consequences: Limited range of clients able to access the pool. Possible liability due to falls.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------------|----------------|
| Additional Costs | | |
| Staffing | | |
| Supplies, Materials, Services | \$9,300.00 | n/a |
| Minor Equipment | | |
| Total | \$9,300.00 | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$9,300.00 | |



A FAMILY-OWNED AND MANAGED BUSINESS:
Pricing/Warranty

INDEPENDENT
LIFT

[Homepage](#)

[Contact
Information](#)

[The Plant](#)

CURRENT
MODEL

[41BD-5](#)

[Lifting Capacity](#)

[Product Features](#)

[Pricing/Warranty](#)

INDEPENDENT LIFT PRICING

| DESCRIPTION | PRICE |
|---|------------------------|
| Model 41BD-5 lift Includes all shower accessories | \$8,500. ⁰⁰ |
| Step-up pump Price does not include crating, shipping or tax where applicable | \$500. ⁰⁰ |

CONDITIONS OF SALE: In addition to prices listed above, sales tax and shipping and crating charges will be added to each purchase.

TERMS OF SALE: All sales and prices set forth are strictly cash at point of sale. Prices are USD FOB Bay City, Michigan.

RETURNED GOODS: No returns accepted without prior authorization, Merchandise must be returned within 15 days of shipment. A restocking charge of 15%, plus freight, will be charged to customer.

TRANSPORTATION CLAIMS: If any merchandise is damaged or lost in transit, the buyer must file a claim with the common carrier under the carrier's regulations.

METHODS OF PAYMENT: 50% deposit prior to shipment and balance by certified check, money order or cash at delivery, or prepayment by check.

PLEASE: Do not send cash by mail.

WARRANTY: 12 months on all parts & labor at the factory, or by an authorized representative. This warranty shall not extend to goods subjected to misuse, neglect, accident or improper installation or maintenance, nor goods which have been altered or repaired by anyone other than seller or its authorized representative. All claims for allegedly defective goods must be made within ten (10) days after buyer learns of such alleged defect.

Shipping
est. \$300. —

[Homepage](#) | [Contact Information](#) | [The Plant](#) | [41BD-5](#) | [Lifting Capacity](#) | [Product Features](#) | [Pricing/Warranty](#)



A FAMILY-OWNED AND MANAGED BUSINESS:
Homepage

INDEPENDENT LIFT

Homepage

Contact
Information

The Plant

CURRENT MODEL

41BD-5

Lifting Capacity

Product Features

Pricing/Warranty



MODEL 41BD-4

(shown above)

Welcome to Morris Independent Lift®!

Features include waterpower, with hands-on control at all times. You can stop or reverse at any time. Controls in Braille, no backward travel, floating safety armrest, and overhead trapeze bar for solid grasping. No part of the lift touches the inner wall of the pool. The lift is capable of 700 pounds of lift, 44" of overall travel, and it's constructed of 316 stainless steel!

Please visit again!

As we have opportunities to show more of the Independent Lift with additional presentations on this site, we will be updating continuously to include more helpful content. Thank you for visiting!

000417

Homepage | Contact Information | The Plant | 41BD-5 | Lifting
Capacity | Product Features | Pricing Warranty

COMMUNITY & ECONOMIC DEVELOPMENT

BUILDING

PLANNING

CODE

ENFORCEMENT

ENGINEERING

ECONOMIC

DEVELOPMENT

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Improvement
REQUEST TITLE: Repair and Demolition Fund

REQUEST SUMMARY

Provide additional funding for the Repair and Demolition Fund to allow abatement activities to continue.

PRIMARY OBJECTIVE

1. To ensure that there is sufficient funding to allow for the abatement of public nuisance conditions by demolition, vacant building securing and property cleanups.

SUMMARY OF FACTORS DRIVING THE REQUEST

The Community Improvement Division has recently streamlined the abatement process for the securing of vacant buildings and the clean up of properties so that they may be done in a more timely manner. This process will cause an increase in the number these routine abatements that will be done each year. In addition to these routine abatements, it is also projected that there will be an increase in the number of demolitions of abandoned, dilapidated structures in order to eliminate the nuisance and blight conditions. These demolition abatements will also provide an impetus for redevelopment and reconstruction of new housing units.

ALTERNATIVES

1. Return to Council to request Special Allocations to cover abatement costs. This alternative would cause a delay and defeat the purpose of streamlining the abatement process.
2. Seek funding through other sources such as CDBG and the Redevelopment Agency. Using CDBG funds for demolitions would add an additional level of environmental review which would slow the abatement process. Currently, the Redevelopment Agency does not have the necessary funding for these abatement actions.

COST SUMMARY

| Additional Costs | 2001-02 | 2002-03 |
|----------------------------------|----------|---------|
| Staffing | 0 | 0 |
| Supplies, Materials and Services | \$50,000 | |
| Minor Equipment | 0 | 0 |
| Total | \$50,000 | |
| Savings | None | None |
| Net Costs | \$50,000 | |

IMPLEMENTATION

With approval of this funding, abatement activities would be carried out without delay.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Code Enforcement
REQUEST TITLE: Contract Code Enforcement Services

REQUEST SUMMARY

Hire one additional Code Enforcement Officer, as needed over two years to support the existing code enforcement staff in responding to complaints of substandard housing and dangerous building conditions, property maintenance and zoning violations, inoperable and abandoned vehicle and other nuisance conditions, specifically on the Eastside.

PRIMARY OBJECTIVE

1. Ensure that reports of substandard housing and dangerous building conditions are investigated promptly and that the required abatement action is followed, thereby eliminating serious health and safety hazards in the Eastside neighborhoods which is where the majority of those conditions exist.
2. Ensure that nuisance and blight conditions are abated in a timely manner.

SUMMARY OF FACTORS DRIVING THE REQUEST

The volume of code enforcement complaints being handled by the Community Improvement Division had become increasingly harder to manage with the existing personnel. In response to that, an additional code enforcement officer position has been authorized and contract services have been used in the interim until that position is filled. The use of the contract services has proven to be very effective and has allowed us to move forward with the implementation of proactive enforcement projects in various areas of the city, but mainly in the eastside residential neighborhoods where the bulk of the substandard housing cases are concentrated.

ALTERNATIVES

1. Add an additional code enforcement officer to the existing staffing. This alternative would work but may prove to be unnecessary later on once the current funded positions are filled and are up to speed with the workload.
2. Cut back on any proactive enforcement projects. Reducing proactive enforcement activities would make available the resources to handle the complaint driven caseload.

COST SUMMARY

| Additional Costs | 2001-02 | 2002-03 |
|----------------------------------|----------|---------|
| Staffing | 0 | |
| Supplies, Materials and Services | \$57,200 | |
| Minor Equipment | 0 | |
| Total | \$57,200 | |
| Savings | None | |
| Net Costs | \$57,200 | |

Contract costs are calculated at \$55.00 per hour for a term of 6 months a year for full-time or 12-months for part-time. Based on that hourly rate and those terms, it would cost relatively the same cost to hire a permanent position and provide benefits.

IMPLEMENTATION

With approval of these services, a contract code enforcement officer would be hired as soon as possible.

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Current/Advanced Planning
REQUEST TITLE: Housing Element Update

REQUEST SUMMARY:

This request involves a comprehensive update to the Housing Element of the General Plan.

PRIMARY OBJECTIVE:

The City of Lodi is required by State law to update the Housing Element of the General Plan by 2003. This request will allow us to hire a consultant that is qualified to prepare the new element.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The Housing Element was last revised in 1991. State law requires Cities to update the element on a specific schedule. Lodi's next schedule revision is due in 2003. However, the City's element does not meet current state guidelines on a number of areas.

ALTERNATIVES:

Do nothing.

| COST SUMMARY | 2001-02 | 2002-03 |
|----------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | | |
| Utilities and Communications | | |
| Supplies, Materials and Services | \$40,000 | |
| Minor Equipment | | |
| Total | | |
| Savings | | |
| Net Cost | \$40,000 | |

2001- 03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Promotions

REQUEST TITLE: Additional Funding for the Lodi Visitors' and Conference Bureau

REQUEST SUMMARY Allocate an additional \$70,000 to the \$60,000 base for fiscal year 2001/2002, totaling \$130,000.

PRIMARY OBJECTIVE

To fund the following projects in the specified amounts:

| | |
|--------------------------|--------|
| 1. Advertising | 38,000 |
| 2. LCVD Website | 13,000 |
| 3. Destination Marketing | 16,500 |
| 4. Community Relations | 2,500 |
| | 70,000 |

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The goal of the Lodi Visitors' and Conference Bureau is to promote Lodi as a destination for tourists seeking the wine country experience. Projects to be accomplished with the additional funding include advertising in publications such as Sunset, VIA, and CA Visitors' Guide, a consolidation of the Community Concierge (kiosk) and the Bureau's web site; various Destination Marketing programs such as Familiarization Tours, a Festivals/Events Marketing Symposium, and the Wine Trail Map; Community Relations such as FAM tours and Lodi 101 Employee Education workshops.

ALTERNATIVES

Continue with the base funding of \$60,000 annually, limiting the ability of the Bureau to market the tourist trade in the City of Lodi.

| COST SUMMARY | 2001-02 |
|------------------|----------|
| Additional Costs | |
| Special Payments | \$70,000 |
| Total | |
| Savings | 0 |
| | |
| | |
| Net Cost | \$70,000 |



March 5, 2001

Janet Hamilton
City of Lodi
221 West Pine Street
Lodi, CA 95240

Dear Ms. Hamilton,

Per your request, we are providing a brief summary regarding the Lodi Conference & Visitor Bureau's (LCVB) budget request for Fiscal Year 2001/02. The LCVB is requesting an additional \$70,000 to the \$60,000 base, totaling \$130,000 for FY 2001/02. These funds will allow the LCVB to continue successful projects and to create a compelling marketing program.

| | |
|---|----------|
| Advertising | \$38,000 |
| Ads in Sunset, VIA and CA Visitors Guide | |
| LCVB Website/Kiosk | 13,000 |
| The Community Concierge (kiosk) & the LCVB website will be consolidated into one site. | |
| Destination Marketing | 16,500 |
| <ul style="list-style-type: none">Familiarization Tours (FAM Tours) will help to familiarize media representatives, travel planners and out-of-town hospitality service providers with Lodi.Festivals/Events Marketing Symposium will provide festival & event planners with information, materials and skill building opportunities for developing a competitive edge in marketing their events.Wine Trail Trail/Map will continue to expand as new wineries come to our area. | |
| Community Relations | 2,500 |
| <ul style="list-style-type: none">FAM Tours will help to familiarize local business representatives and community leaders with Lodi and how it benefits from tourism.Lodi 101 Employee Education workshops will be designed for frontline employees who play critical roles in providing information and resources to travelers and visitors. | |
| TOTAL | \$70,000 |

Thank you for considering our request. For your information, the Winegrape Commission's financial match is running far in excess of the originally agreed upon 50%. Please let me know if I can provide additional information for you.

Sincerely,

Sharon Dais
Lodi Conference & Visitors Bureau

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Community Promotions

REQUEST TITLE: Funding for the Downtown Lodi Business Partnership

REQUEST SUMMARY Allocate \$60,000 in order to fund 40% of the total operating expenses for the Downtown Lodi Business Partnership.

PRIMARY OBJECTIVE

To extend funding agreement with the DLBP in order to support efforts to draw and retain business in the Downtown Lodi business area.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The breakdown of projected operational costs for the Partnership includes \$63,000 for administrative expenses and \$75,000 for advertising and marketing. It is anticipated that business assessments and fund raising events will supplement the funding from the City of Lodi in order to continue the program at its present level.

ALTERNATIVES

Allow the DLBP to function independent of City funding, potentially reducing the effectiveness of the program.

| COST SUMMARY | 2001-02 |
|------------------|----------|
| Additional Costs | |
| Special Payments | \$60,000 |
| Total | |
| Savings | 0 |
| | |
| | |
| Net Cost | \$60,000 |



DOWNTOWN LODI BUSINESS PARTNERSHIP

March 9, 2001

Memo to Janet Hamilton

Subject: Downtown Lodi Business Partnership (DLBP)---general funding request in the amount of \$60,000 for budget year July 1, 2001—through June 30, 2002.

The DLBP has had its most successful year ever in 2000, greatly exceeding its project goals for events and promotion in all areas. The combination of all events drew over 80,000 people to the Downtown core. With your continues support we expect even great accomplishments in the year 2001-2002.

The heart of Lodi, is it's Community Shopping Center, the Downtown business core. These funds are necessary for our continued revitalization. The DLBP and the City of Lodi have partnered last several years to create this success. Our Downtown area is showing continued strong economic growth, in terms of new business, profitability of existing business (see enclosed survey), and the success of all events.

City funding amounts to approximately 40% of the new budget, with businesses assessments, and funding raising events bringing in 60% of total revenues.

The DLBP's events projects include the Farmers Market, Parade of Lights, a new A&W Collectables show, Kiddie Parade, plus many others. In addition we cooperatively work with the city on economic development, parking regulation---permit, and solutions to the current theater parking situation---special marketing for integrating the new theater into the business community, and business retention.

Part of our retention program includes a cooperative advertising programs for all Downtown businesses, advise on business practices through our news letters, and working with business owners to answer their daily concerns about the business clement in our Downtown area. In addition we provide Kiosk maintenance, and governmental liaison with city officials.

Our total administrative expenses in the new budget year are projected to be \$63,000---these expenses include the managing of the above listed events and programs, office space rent, accounting, administrative salaries, telephone, and other normal office expenses.

*P.O. Box 1565 Lodi, CA 95241 (209) 369-8052 FAX (209) 369-8053
Office located at 4 W. Pine Street, Lodi (corner of Pine & Sacramento St.)
e-mail: dlbp@mindspring.com*



PAGE 2 OF 2

Our advertising and marketing expenditures to promote the Downtown will be over \$75,000. The majority of this amount goes for newspaper, TV, Radio, billboards, and printed marketing items such as parking and general marketing brochures for the Downtown area.

The DLBP is ready to continue to meet the challenges presented in the continuing opportunity of revitalization for our Downtown area. Even though we have come a long way, there is still a continuing road to travel. Together, we can continue this success. If you were to visit cities that do not have this cooperative program, you will, for the most part, see cities that are having "heart problems".

The most successful Downtowns across this great nation, are the one's that have implemented a public/privet partnership, such as we have done here in Lodi. It is vital for our continued success, that the leadership of both parts of the partnership continue to work together. We have proven that the DLBP is the best vehicle to implement the action plan for our continued growth and success.

A continuing investment in your Downtown, is an investment in the improving health of the City of Lodi---our "heart" will improve and beat stronger.

Respectfully submitted by

Lewis F. Van Buskirk
Executive Director for the
Downtown Lodi Business Partnership

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering
REQUEST TITLE: Civil Engineer

REQUEST SUMMARY

Hire one Civil Engineer on a permanent basis to augment the staffing of the Development Services and Traffic Engineering sections. One-half full-time equivalent is needed in each area to serve an increasing number of private development projects and to maintain traffic operations services.

PRIMARY OBJECTIVE

1. Improve customer service in the areas of encroachment permits and plan check review.
2. Enable supervisory staff to assign work tasks to appropriately skilled and trained persons in lieu of part-time interns.
3. Improve the productivity of both sections through better utilization of staff.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The combined workload volume of development projects and traffic operations enhancements has steadily increased as the community has grown. The demand has been met by committed senior technicians, part-time interns, and contract services. An imbalance exists in the department staffing that jeopardizes the department's ability to serve as a result of re-assignments, transfers, and retirements. The key support civil engineer of Development Services has been re-assigned full-time to engineering design. The key Senior Engineering Technician will be re-assigned to engineering design to fill a retirement vacancy.

ALTERNATIVES

1. Hire one civil engineer as a permanent staff member assigned to Development Services and Traffic Engineering.
2. Contract with consulting firms to meet our customer service demands. Long-term contracts will be necessary because the workload is not market driven but more turn-key in nature. The cost of these services will be approximately \$89,000 per year.
3. Delay review of development applications and defer traffic operations enhancements.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | 68,000 | |
| Supplies, Materials, Services | 3,000 | |
| Minor Equipment | | |
| Total | 71,000 | |
| Savings | 22,000 | |
| | | |
| | | |
| Net Cost | 49,000 | |

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering
 REQUEST TITLE: Engineering Technician

REQUEST SUMMARY

Hire one Engineering Technician on a permanent basis to complete the staffing of the two-person survey crew. Principal duties of the survey crew are to perform design surveys/construction staking in support of projects implemented by the Engineering Division. The Engineering Technician will work under the supervision of a Senior Engineering Technician.

PRIMARY OBJECTIVE

1. Ensure that cost-effective survey services are provided to projects designed by the Engineering Division.
2. Implement quality assurance measures by assigning an individual technician whose principal duties are to support the chief surveyor and, thereby, assure a greater constancy in the performance and quality of surveying services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Services of a two-person survey crew are needed to support the Engineering Division projects that include: 1) downtown revitalization; 2) water and wastewater infrastructure rehabilitation; 3) sidewalk and wheelchair ramp replacement; 4) Parks and Recreation projects; and 5) roadway maintenance projects. Surveys are the final and most important part of the design process and it requires two trained and experienced persons to comprise an effective and productive crew. For the most part, Engineering Division projects are under \$250,000 in construction cost but the annual value of capital improvements will exceed \$2.5 million for each of the next five to ten years. By nature, these projects are collaborative between Engineering, Streets, and Water/Wastewater and, as a result, require on-call survey services that are difficult to secure from outside contract sources. At present, the position duties are performed by interns and technicians that are pulled from other assignments.

ALTERNATIVES

1. Hire one engineering technician as a permanent staff member on the two-person survey crew.
2. Retain the services of a firm specializing in survey services at a supplemental cost of \$70,000.
3. Continue existing operations.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | 65,220 | |
| Supplies, Materials, Services | | |
| Minor Equipment | 3,000 | 0 |
| Total | 68,220 | |
| Savings | | |
| | | |
| | | |
| Net Cost | 68,220 | |

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Engineering
 REQUEST TITLE: Document Preservation Services

REQUEST SUMMARY

Contract with a firm specialized in the conversion and indexing of map and construction documents to digital format. The electronic files will reside in MapGuide and will be accessible over the Internet.

PRIMARY OBJECTIVE

1. Preserve the integrity and quality of map and construction documents by significantly reducing handling of original documents.
2. Enhance the functionality of existing MapGuide indexing by allowing the general public to preview subdivision maps, parcel maps, and improvement plans from the Internet.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

A majority of the City's "record" copies of mapping and construction plans are of paper or vellum media. Age and handling have significantly damaged many documents. Access to this information is primarily facilitated by Engineering staff that research, retrieve and copy these documents for public and private improvement projects. As the City continues to expand, the number of these documents steadily increases. With the rehabilitation of the City's aged infrastructure systems, handling of the older documents will result in accelerated deterioration of archival information. Enhancing the public accessibility to these documents will reduce staff workload in this area.

ALTERNATIVES

1. Contract with a specialized firm to convert record documents to digital form.
2. Purchase a flat bed scanner and software and have staff perform the conversion. The alternative cost is approximately \$24,000.
3. Preserve original documents by working from prints of originals. Storage space limitations and the redundant effort to maintain two sets of documents will add to staff workload.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | 0 | 0 |
| Supplies, Materials, Services | 5,000 | |
| Minor Equipment | 0 | 0 |
| Total | 5,000 | |
| Savings | | |
| | | |
| | | |
| Net Cost | 5,000 | |

GENERAL GOVERNMENT

LEGISLATION

ADMINISTRATION

CITY CLERK

SUPPORT SERVICES

NON-
DEPARTMENTAL

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: General Services
REQUEST TITLE: Purchase 6 LCD Projectors

REQUEST SUMMARY

Purchase six new LCD (Liquid Crystal Display) Projectors for City use. The new units will cost an average of \$4,500 each and should have a useful life of from 5 to 6 years.

PRIMARY OBJECTIVE

The purchase of the LCD Projectors will assist City Departments in the following areas:

- Five LCD Projectors would be placed at the following locations: Carnegie Forum, Hutchins Street Square, the Library, the Police Department, and the Parks and Recreation Department. The sixth would be loaned to various departments by Information Systems on an as-needed basis. They would be used for both presentations and training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Currently, the City of Lodi owns two LCD Projectors. One unit is used in the Finance Dept training room, and the other unit is managed by the Fire Dept. Both units are available to City staff. However, because of the setup time involved and the risk of being damaged, they are not used as often as they might be. These four units would be placed where they can be used on demand. We have long had a need to provide training to City staff at the various locations, and these four units would fill that need. And, finally, presentations are much more effective when they can be enhanced by modern technology such as PowerPoint or live Web Based tools.

ALTERNATIVES

- Continue to operate as we do today.

COST SUMMARY

| | 2001-02 | 2002-03 |
|------------------------|----------|---------|
| Additional Costs | | |
| Six New LCD Projectors | \$27,000 | \$0 |
| Total | \$27,000 | \$0 |
| Savings | | |
| Net Cost | | |

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: General Support
 REQUEST TITLE: Membership and Dues

REQUEST SUMMARY Funding for the City of Lodi's share of the cities' of San Joaquin County portion of the LAFCO (Local Agency Formation Commission) annual budget.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

As required by AB2838, the State of California has mandated that cities share in the cost of operations for the Local Agency Formation Commission (LAFCO). Operation costs for the agency will be shared by the County of San Joaquin (1/3), the Special Districts (1/3), and the cities (1/3). The Mayors of the cities determined that the costs would be distributed according to population.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|----------|---------|
| Additional Costs | | |
| Staffing | | |
| Supplies, Materials, Services | \$13,000 | |
| Minor Equipment | | |
| Total | \$13,000 | |
| Savings | | |
| | | |
| | | |
| Net Cost | \$13,000 | |

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
REQUEST TITLE: Solid Waste Administration

REQUEST SUMMARY

To provide funding to address the upcoming renewal of the solid waste removal contract, provide professional guidance in meeting the City's goals and responsibilities as outlined in the SRRE, and provide matching funds for numerous grants being offered by the State.

PRIMARY OBJECTIVE

To provide the best solid waste/recycling service at the most reasonable cost to the consumer and yet provide the City with a revenue source that is based on an appropriate formula.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

Many things have changed in the solid waste industry in the last few years. New programs must be added to continue to meet the goals of the California Integrated Waste Management Board. There are also other sources of revenue in the solid waste/recycling field that must be addressed. There are grants available through the State which require matching funds. Many of these grants are for regional activities and San Joaquin County Public Works will take the lead in securing funding. The City must have matching funds available to participate. Not only will these grants help in the City's recycling and reduction of waste efforts, it will show our good faith effort to meet the goals of SB 939.

The contract with our solid waste contractors comes to an end June 30, 2003. We have the option to extend the contract under the present agreement for an additional period if the contractor is notified 18 months (December 2001) prior to the ending date. The contractor's operation has not been audited recently and this should be done before the new franchise agreement is negotiated. An outside auditor would be hired to do this. It is imperative that a consultant with experience in this growing and sophisticated industry be hired to assist in the preparation of the new franchise agreement that will be most advantageous to the City and provide quality service to the customer at a reasonable price.

An audit will probably be a minimum of \$10,000, and a consultant to help with the new agreement will be at least \$10,000 in the next fiscal year. There are sources of revenue in the solid waste recycling field that have not been addressed by the City. This is one of the things that would be included in the new agreement.

A waste generation audit is presently being conducted in the business and industrial sectors of the City. When this is completed, probably in March, 2001, we will have information available which we didn't have in the past. After this is completed, the City's Source Reduction and Recycling Element must be updated. Presently, there is not enough time for in-house staff to do this and a consultant would be hired. This would be done in the second year.

ALTERNATIVES

- Extend the existing contract for an additional 7-year term as provided in the contract without developing a new rate structure or franchise agreement.
- Don't participate with other regional agencies in acquiring grants to target recycling, reuse, and reduction of waste.

COST SUMMARY

| | <u>2001-2002</u> |
|---|------------------|
| Additional Costs | |
| Staffing | |
| Supplies, Materials, Services | \$20,000 |
| Minor Equipment | |
| Total | \$20,000 |
| *Savings | |
| * Fines could be levied if goals are not met. | |
| Net Cost | \$20,000 |

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Information Systems
REQUEST TITLE: HP Openview Network Management Software

REQUEST SUMMARY

Provide support for the City's Wide Area Network (WAN) with a network alert and monitoring tool (HP Openview). The system costs \$ 5,500.

PRIMARY OBJECTIVE

This network alert and monitoring tool will assist Information Systems with keeping the City's network operational and will provide an early warning when network problems arise

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Wide Area Network (WAN) is an extremely complicated system of electronics, software and infrastructure required to work in harmony. City staff has learned new ways to be more efficient and has become very dependent on its operation. The network management system will allow us to keep the network operational a higher percentage of the time. It can detect components that have failed and alert us to take corrective actions. It is also capable of analyzing load patterns so we can better balance network traffic. The result is a more smoothly operating network with higher degree of reliability.

ALTERNATIVES

- Continue to operate as we do today, waiting for a call from a user to let us know we have a problem and then relying on an outside vendor to resolve the problem.

COST SUMMARY

| | 2001-02 | 2002-03 |
|--------------------------------|----------|---------|
| Additional Costs | | |
| HP Openview Network Management | \$ 5,500 | |
| Total | \$5,500 | |

Savings

Net Cost

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: City Clerk
REQUEST TITLE: Administrative Clerk (confidential)

REQUEST SUMMARY

Staff increase of one full-time authorized Administrative Clerk (confidential)

PRIMARY OBJECTIVE

Adequate staffing level to maintain current level of services.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

NEW Standards & Procedures: (instituted since July 2000)

- Minute preparation for all noticed City Council meetings. Minutes of Shirtsleeve Sessions were not prepared prior to July 2000. This has increased the total hours of meetings per month, in which minutes must be prepared, by a minimum of four hours. Standard minute preparation time is four times the number of meeting hours (example: comprehensive minute preparation for a one-hour meeting typically takes a total of four hours); this equates to an additional 16 hours of work each month. The style of minutes for regular meetings has changed from a staff report "cut and paste" method, to minutes that are reflective of the actual discussion taking place at meetings.
- Information Tracking: Logs are now maintained for tracking Council meeting minutes, Council attendance, documents pending recordation, report of pending Council requests, public hearing notification/procedures, and requests for information.
- Full review of Council agenda and staff reports is now being done prior to submittal to City Manager. This results in more accurate documents and decreases the burden on City Manager staff.
- Same day response letters are now prepared for all citizen correspondence (including e-mail)
- Support to Mayor – A separate calendar is maintained, as well as a calendar summary, and phone call reminders for all appointments. Preparation of general correspondence, response letters, and City employee birthday cards from the Mayor are processed by the City Clerk's Office.
- Boards and Commissions – Preparation of publications soliciting applications, annual list of appointive terms to expire, communication with liaisons regarding vacancies, applications, and Brown Act requirements.
- Proofing Lodi Municipal Code supplements received from Book Publishing; interim updating of Code books for Clerk and City Attorney.

Technology: The Fortis electronic records management imaging system requires a significant amount of *on-going* staff time for document preparation, scanning, and indexing. In addition to Council meeting packets, ordinances, resolutions, minutes, and election documents, which the City Clerk's Office is responsible for – there has been an increasing interest from other departments to add documents to the Fortis system (e.g. budget documents, Planning Commission minutes, etc.). Though this is an excellent idea, it will substantially increase the amount of staff time needed to index and process the documents. Routine maintenance of the City Clerk's section of the City's Web site will soon be transferred from City

Manager staff to City Clerk's staff; maintenance will include posting agendas and other public notices weekly, as well as creating and updating general information pages.

Administration Support Services: Deputy City Clerks serve as front counter receptionists for the entire Administration division. City Clerk staff (2 Deputy City Clerks) devote approximately 2-3% of their time to services unrelated to the City Clerk's Office (e.g. general secretarial support and fielding calls / counter inquiries for City Manager and City Attorney staff). In addition, these interruptions result in a substantial reduction in efficiency. Receptionist duties would more cost effectively be handled by a lower level position.

BENEFITS OF ONE ADDITIONAL FULL-TIME POSITION IN CITY CLERK'S OFFICE:

- Currently when one staff member is absent (illness, vacation, training) there is an immediate 33% reduction in productivity. A third staff person would allow more flexibility in scheduling, would better balance staffing when additional assignments are added to the office, and provide time for Deputy Clerks to take advantage of training and mentoring opportunities.
- Would allow the City Clerk to devote more time to managing the office, rather than performing day-to-day activities.
- Progress on the following backlog of projects could be made:
 1. Creation of a meaningful policy & procedure manual
 2. Records inventory
 3. Development of an archival & vital records program
 4. Creation of City Clerk's web page
 5. Lodi Municipal Code in-house codification (potential savings of \$6,000 per year)
 6. Reorganize and streamline internal election related procedures and instructional documents
 7. Movement towards a paperless environment (e.g. Council packets available on the Internet)
 8. Conversion to open shelf, end tab filing system
 9. Contracts – prepare folders, label, and file 70 executed contracts; log 2,650 contracts dating from 1946 to 1985 into the Access program
 10. Fortis – process and image the following documents: Council Communication 1974 to 1995; resolutions 1906 to 1983; ordinances 1906 to 1997; elections 1975 to 1995

PRELIMINARY JOB DESCRIPTION FOR ADMINISTRATIVE CLERK:

- First-line phone and counter coverage (lunch hour coverage for Administration)
- Twice daily mail runs (including dropping off payroll, picking up checks, getting petty cash, sorting mail for all of administration, opening and handling City Clerk and Council mail - including copying invitations for Council's binder and preparing response letters)
- Weekly deliveries to Council Members and miscellaneous errands
- Photocopying (agendas, minutes, packets, miscellaneous)
- Stuffing / addressing envelopes
- Packet copy, assembly and distribution
- Maintenance of the Mayor's and Council Member's meeting binders
- Preparation of weekly and monthly Council Member calendars
- Assistance with routine follow-up (prepare and label folders for original ordinances, copy resolutions, etc.)
- Phone calls (reminders for campaign and conflict of interest filing deadlines; agenda and Council Communication deadlines; follow-up on agenda calls - pastor confirmation and award recipients; general business, etc.)
- Preparation of Fortis materials - resolutions, ordinances, budgets, election documents, etc.
- Assistance with travel (confirming hotel reservations, typing the travel folders, copying of information to include in the travel folders, etc.)
- Lodi Municipal Code book supplements (ensuring the books are updated, mailing out of and billing for the supplements, etc.)
- Mayor's birthday cards to employees (ensuring the cards are prepared, signed and mailed in appropriate time frame)

- Miscellaneous filing - the finalized agendas and minutes, maintaining the State Cost Claiming Manual documentation and log, etc.
- Maintenance of minute and ordinance books
- Council-hosted receptions - printing invitations on cardstock, mailing invitations, errands, set up and clean up
- Process deeds for filing and recording
- Ribbon/seal/matting/framing of proclamations/certificates
- Setup and cleanup of Council meetings and shirtsleeve meetings
- Assist in preparation, setup, cleanup and errands for luncheons and Council-hosted events
- Inventory, ordering and stocking of Forum supplies (food, drink and office supplies)
- Inventory and maintenance of forms (Boards and Commissions applications, claims against the city, Fair Political Practices Commission filings, etc.)
- Inventory and ordering of office supplies
- Recording and posting of agendas and meeting notices, Boards and Commission vacancies
- Miscellaneous office errands (Costco supplies, Council meeting refreshments, special event items)
- Assistance in compiling and producing annual telephone directory
- Assistance in preparing and maintaining contract files
- Assist with annual destruction of records process (to include purging obsolete computer documents)
- Recording bid openings
- Agendas, minutes and clerical support for Sister City Committee

COST SUMMARY:

| | |
|--|---------------------|
| Salary & benefits for 1 full time Administrative Clerk | 33,184.12 |
| Elimination of part time staff (100101) | - 5,000.00 |
| Elimination of part time staff (100102) | -2,205.00 |
| Total Cost: | <u>\$ 25,979.12</u> |

ALTERNATIVES

None. Denial of adequate staffing request will likely result in failure to achieve some or all of the major objectives for 2001-03. (NOTE: Major objectives listed for the City Clerk's Office are above and beyond current day-to-day functions and responsibilities.)

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources

REQUEST TITLE: Hire Full Time Benefits Coordinator

REQUEST SUMMARY: Hire a full time Benefits Coordinator to process additional workload that has impacted the Human Resources Department.

PRIMARY OBJECTIVES:

1. Address increases in the City of Lodi employee population.
2. Assist with processing new workload generated by:
 - assumption of duties from the Finance Department
 - implementation of the JD Edwards software program
 - administration of benefit programs
3. Maintain a high level of customer service.
4. Increase the efficient processing of a broad range of requests from employees, City departments, the general public and other agencies.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Since FY 1994-95 the number of authorized full time positions in the City of Lodi has increased from 379 to 444 today (a 17% increase). During this period of time, the number of staff devoted to the Human Resources function has not increased.

During the first half of the 1990's, various components of the Risk Management function were performed by the City Clerk, City Attorney, Assistant City Manager, Assistant to the City Manager and Risk Management Technician. In FY 1995-96, the Risk Management functions were consolidated and (1) one professional position was placed in the Human Resources Department. In FY 2000-01, a clerical position was added to assist the Sr. Human Resources Analyst (Risk Manager).

Over the past two years the City purchased a financial software package. When the payroll side of this system was implemented, HR assumed responsibility for computing and inputting salary changes to the salary schedule and classification plan and inputting other forms of data including employee transactions and benefits information. This change had a significant impact on our workload.

Additional workload has also been placed on Human Resources by the following:

- The recent change of medical plans has required that billing and reconciliation for medical, dental, vision, chiropractic, life insurance and accidental death and dismemberment insurance benefits, revert to an in-house operation. This was previously handled by outside administration.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE (cont.)

- Transfer of responsibility from Finance for implementing all changes to the salary schedule and classification plan.
- Maintenance of benefits changes on the JD Edwards system.
- Establishment of a program to recognize City employees on a quarterly and annual basis.
- Transfer of responsibility for managing the annual service awards program from the City Clerk's office in 2000.
- Transfer of functions previously performed by the Lodi City Employee's Association - enrollment and reconciliation of accounts in health club.
- Setting up sick leave conversion accounts for retirees by translating unused sick leave into dollars to be used for the purchase of medical care.
- Setting up a mechanism for retirees to receive reimbursement for medical premiums.
- Assisting retirees and surviving spouses with problems and special requests.
- Monitoring and coordinating the fingerprinting of employees and volunteer staff.
- Monitoring hours for temporary staff.

The increased demands placed on the Human Resources Department by the incremental growth of the City's overall workforce, coupled with the assumption of new responsibilities outlined herein, has pressed HR to the point where we are unable to perform all the work required of us.

The requested position will assist Human Resources in coping with increased workload and will play a vital and specialized role in the department. This individual will be the staff person primarily responsible for setting up, inputting and maintaining benefit, employee transaction and other information in the new JD Edwards system. In addition, a savings of \$15,672 (the fee ABD Services would charge in the first year of its contract) will be realized by returning the billing and reconciliation function to an in-house operation performed by this position. Another \$17,520 will also be saved by not hiring temporary staff.

The Benefits Coordinator will also be responsible for an extensive array of duties including:

- performing complex calculations such as converting accumulated sick leave hours to medical benefits, COBRA payments, eligibility periods, retirement calculations, and others
- preparing reports and statistical summaries regarding affirmative action, position control, salary history, and various reports for State and Federal agencies
- providing information to employees that requires interpretation and application of policies, procedures, and regulations

ALTERNATIVES:

- Transfer billing and reconciliation, retiree reimbursements, set up and maintenance and data entry responsibilities to the Finance Department.
- Cease performing employee recognition responsibilities.
- Use temporary employees.
- Eliminate programs.
- Reduce service levels.

COST SUMMARY:

| | |
|------------------|---------|
| | 2001-02 |
| Additional Costs | |
| Staffing | 45,878 |
| Total | 45,878 |
| Savings | 33,192 |
| Net Cost | 12,686 |

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Conduct recruitment for the position of Benefits Coordinator

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources

REQUEST TITLE: Recruitment Advertising

REQUEST SUMMARY: To obtain additional funds for advertising and promotional materials to fill vacant positions throughout City of Lodi departments.

PRIMARY OBJECTIVES:

1. Advertise for vacant positions so the City of Lodi can obtain quality applicants.
2. Remain competitive with other agencies, both public and private, by using new methods of advertising (e.g., internet employment websites and higher cost regional newspapers).

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Over the past two years, the City has had to compete with both public and private sector employers for quality applicants, at a time when unemployment rates have been at a historical low.

Human Resources is constantly trying new avenues of advertising to reach qualified personnel. In doing this, we are able to determine which approaches are effective and which are not. This allows the department to advertise in areas that generate the best return on our advertising dollar while bringing in quality applicants.

Since FY 94-95 the number of authorized full time positions in the City of Lodi has increased from 379 to 444 today (a 17% increase). With the passage of time, the increased size of the City's workforce has placed greater demands on the Human Resources Department to recruit for positions. More positions mean more vacancies must be filled. Yet during this time the advertising budget for these vacant positions has grown only marginally. To keep up with active recruitments and hard to fill positions, the City must take a more aggressive approach in advertising. This request for \$16,810, when coupled with the department request in FY 2001-02 of \$8,190 totals \$25,000.

ALTERNATIVES:

- Set a dollar amount for advertising expenditures for each department. Once a department reaches that amount, require it to start paying out of its own budget.
- Advertise with less frequency and fewer promotional materials.

COST SUMMARY:

| | |
|----------------------------------|----------|
| | 2001-02 |
| Additional Costs: | |
| Supplies, Materials, & Services: | \$16,810 |
| Total: | \$16,810 |

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Continue to actively recruit and aggressively advertise for vacant positions.

1999 – 2001 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Human Resources

REQUEST TITLE: Professional Services

REQUEST SUMMARY: Retain the services of professional firms to set up/implement/train staff on the JD Edwards system for Human Resources use, conduct significant management recruitments, and provide job applicant testing.

PRIMARY OBJECTIVES:

1. To implement the JD Edwards system for Human Resources.
2. To cover projected costs of fingerprinting.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

The JD Edwards automated system, while primarily a financial system, contains several elements that have the potential to be very useful to the Human Resources Department. At the present time, Human Resources staff have been assigned responsibility for inputting data in the payroll module. While this is valuable to the Finance Department, it has done little to improve the efficient operation of the Human Resources Department. In fact, although it has added an automated component to the functions HR performs, we continue to perform many operations manually, to the detriment of efficiency and morale.

The JD Edwards system can be used to automate processes in Human Resources that are currently performed manually. One example is the tracking of employee's salaries. Currently this is done using a series of cards, which record salary changes for each City employee as they occur, along with an explanation of why these changes took place. The services of a professional who specializes in JD Edwards systems can be used to set up the appropriate module for salary tracking and train HR staff on the proper use of this module. There are several other HR functions which can be executed by JD Edwards such as benefits monitoring, position control and preparation of compensation schedules. All of these however must be set up by a competent professional who can provide training in their use. It is estimated that more than 13 weeks of a professional's time will be required in FY 2001-02 for a cost approximating \$100,000.

Additional requirements imposed by the Department of Justice for employers to conduct fingerprinting and child molester background checks are estimated to cost the City of Lodi \$10,000 in FY 2001-02. This significant expenditure request for \$110,000, when coupled with the department request in FY 2001-02 of \$21,500 totals \$131,500.

ALTERNATIVES:

1. Send Human Resources staff to training facilities which specialize in JD Edwards systems (this alternative is more costly).
2. Do not implement HR module in JD Edwards system.

COST SUMMARY:

| | 2001-02 | 2002-03 |
|--------------------------------|-----------|----------|
| Additional Costs | | |
| Supplies, Materials & Services | \$110,000 | \$ _____ |
| Total | \$110,000 | \$ _____ |

IMPLEMENTATION:

- With Council approval of this request, staff will retain the services of a professional firm for the purpose of automating processes in Human Resources that are currently performed manually, and train HR staff in their use.

2001- 03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Public Works
 REQUEST TITLE: Safety Program

REQUEST SUMMARY

To provide funding for a consultant to update the Public Works Department's Safety Manual and the Public Works Department's portion of the City's IIPP.

PRIMARY OBJECTIVE

To bring the Department into compliance with the State and Federal OSHA regulations and requirements.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Public Works Department's written safety program, which includes the City's Injury and Illness Prevention Program, is not in compliance with new OSHA regulations. Just recently, the Electric Utility Department hired a consultant to update their safety manual and their portion of the City's Injury and Illness Prevention Program. The Public Works Department's mandated, written programs/policies are also out of compliance and must be updated. Because this is a very specific field of expertise and no one on City staff has the experience needed to bring all the policies and procedures up to date, it would be economically feasible to hire a consultant..

Although we believe our practices are fully in compliance, the written documentation is out of date. There are also new requirements for record keeping that are not being followed because there is no one on staff who has been able to keep up with the changes in the codes. A professional will be able to complete the task in a short period of time, whereas many months of staff time would be spent if done by an employee not familiar with all the safety codes and new requirements.

ALTERNATIVES

- Do nothing and continue with the existing, outdated written policies and practices.
- Hire someone who is knowledgeable regarding about safety requirements and regulations, worker's compensation and risk management to update the City's safety program and work with all departments to ensure compliance with the many requirements and the record keeping that goes along with it.

| COST SUMMARY | | 2001-02 | 2002-03 |
|--|--|----------|---------|
| Additional Costs | | | |
| Staffing | | | |
| Supplies, Materials, Services | | \$25,000 | |
| Minor Equipment | | | |
| Total | | \$25,000 | |
| Savings (Cities are now subject to fines which could be thousands of dollars if documentation is not current.) | | | |
| | | | |
| | | | |
| Net Cost | | \$25,000 | |

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Electric Construction and Maintenance

REQUEST TITLE: Injury and Illness Prevention Program (Accident Prevention Rules and Training)

REQUEST SUMMARY

Update Injury and Illness Prevention Program (accident prevention rules and training).

PRIMARY OBJECTIVE

To update the Injury and Illness Prevention Program and accident prevention rules to comply with CAL-OSHA Rules and Regulations.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The City of Lodi Injury and Illness Prevention Program (I.I.P.P.) has never been completed. The portion of the I.I.P.P. that has been previously written is now outdated. The City of Lodi Electric Utility Accident Prevention Rules need to be updated. At this time, there are no accident prevention rules that govern the Electricians, Electrical Technicians, Metering Electricians or the office staff. Training programs, intervals of training need to be established.

It is imperative that a safety consultant be hired to complete the above mentioned items to comply with CAL-OSHA Rules and Regulations.

ALTERNATIVES

Continue to use existing documents and be out of compliance with CAL-OSHA Rules and Regulations.

COST SUMMARY

| Additional Costs | 2001-2002 | | 2002-2003 |
|-------------------------------|--------------|--|-----------|
| | | | |
| | | | |
| | | | |
| Supplies, Materials, Services | \$ 25,000.00 | | 7 |
| | | | |
| Total | \$ 25,000.00 | | |

**FINANCE 2001-2003
IMPLEMENTATION**

Upon approval, implement during the 2001/2002 and 2002/2003 fiscal years.

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Risk Management
REQUEST TITLE: Body Mechanics Training

REQUEST SUMMARY: To obtain additional funds for Body Mechanics Training.

PRIMARY OBJECTIVES:

1. To increase City employees' awareness of techniques for preventing back and other forms of injury to the body.
2. To lower unit costs of training sessions provided by the City by reducing travel and business expenditures associated with training.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE:

Public sector agencies are discovering that wellness programs and physical fitness training alone are not the answer to growing costs of workers' compensation disability injuries and retirement losses. City of Lodi employees, particularly those working in the field, are subject to constantly changing conditions with reoccurring physical, often awkward demands placed on the body.

Body mechanics can be described as the proper way to perform daily activities that are safe, energy conserving and help prevent the physical strains that may cause injury. Proper body mechanics are employed to prevent back problems, decrease the stress and strains that everyday life places on the body, and protect the ligaments and muscles of the back. Back pain will occur from lack of proper body mechanics. Once back pain occurs, it is more difficult to treat and increases the chance of reoccurrence. The best way to avoid back pain is to prevent it through diet, exercise, stress management, not smoking, and by practicing good posture and body mechanics.

This request is being made to obtain funding for a firm to provide body mechanics training for City of Lodi employees in FY 2001-02 and 2002-03. Don Norris, Risk Manager for the City of Modesto has been consulted on this subject. He indicates that a cost of \$18,000, spread over the course of a two-year training program for field personnel, should be sufficient to obtain a firm capable of meeting the City of Lodi's needs.

ALTERNATIVES:

- Seek lower-cost forms of education in the form of pamphlets/articles distributed to City employees.

COST SUMMARY:

| | 2001-02 | 2002-03 |
|----------------------------------|---------|---------|
| Additional Costs: | | |
| Supplies, Materials, & Services: | \$9,000 | \$9,000 |
| Total: | \$9,000 | \$9,000 |

IMPLEMENTATION:

With approval of this request, Human Resources staff will:

- Obtain proposals in order to retain the services of professional training firms with expertise in this discipline.

2001-2003 Financial Plan and Budget**SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE**

ACTIVITY: Accounting Services**REQUEST TITLE:** Convert one (1) Part-time Accounting Clerk to Full-time authorized position

REQUEST SUMMARY

Convert one Part-time Accounting Clerk to handle the increased workload in Payroll and Accounts Payable. Currently, Payroll is being processed by one Payroll Technician and half time of one Accounting Clerk. Since the JDE system was put in place, processes have either changed or additional edits are put in place to maintain accuracy and reliable internal control. The work is doubled and it cannot be handled with the same level of staff. The same is true with the Accounts Payable desks, since the implementation of the Purchasing and Inventory modules and converting into a voucher system, Accounts Payable processing is longer than we used to. Overtime is constant and the staffs are burnt-out.

PRIMARY OBJECTIVE

1. To reduce overtime and to promote efficiency, accuracy and reduce staff stress and burn-out.
2. To have additional staff to handle the requirements of GASB 34 to input all capital assets into the system and to do depreciation.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The conversion of the Financial Systems to JD Edwards is a great benefit to the City in providing more information city-wide. Departments have more access to information and easier for staff to answer questions more quickly. Although the system is great, this also means more input to the system than we used to do. In order to put out more information, the staff has to key them to the system which is taking twice as much time to process. Processing time takes longer and staffs are constantly taking overtime every week to run Payroll and Accounts Payable.

ALTERNATIVES

1. Do the additional workloads with current staff. This means continued overtime in order for staff to meet deadlines for Payroll and Accounts Payable.

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | 23,800* | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | | |
| Savings | | |
| | | |
| | | |
| Net Cost | 23,800 | |

*Net of 12, 000 in Overtime and Part-time

2001-03 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services
REQUEST TITLE: Hire Accountant I

REQUEST SUMMARY

Hire one Accountant I to handle the increased workload created by the demands of increased Federal/ State grants . The additional work due to the additional requirements of the Environmental Abatement Program (PCE/TCE-16M COPs), the Electric Utility Improvement Bonds (43M COPs), the additional work because of the Redevelopment Agency and the additional requirements of GASB 34. These have a major impact in the workload, responsibility, required expertise and level of effort on the Accounting Staff. In addition, this new person will assist in the transition to the Phase IV of the JDE implementation of the JOB Cost, Fixed Asset and Contract Management modules.

PRIMARY OBJECTIVE

1. Ensure compliance with all State, Federal, local grants, redevelopment agency and debt service requirements.
2. Ensure that the City has adequate, experienced staffing necessary to develop, implement and manage the above requirements.
3. Ensure the accurate and timely filing of required reports and grant reimbursement requests.
4. Ensure compliance to the GASB 34 requirements.
5. To prevent staff burn-out and to achieve a higher level of efficiency.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

GASB 34 is expected to restructure much of the information local governments have reported in the past. Information traditionally limited to enterprise infrastructure, now includes new financial reporting requirements involving all capital assets - including infrastructure assets like, roads, bridges, tunnels, drainage systems and lighting systems. It also requires reporting of depreciation expenses. GASB 34 also requires reformatting of the financial statements of the fiscal year prior to the compliance period, which for the City of Lodi, the year 2002-03. These will require a lot of effort to deal with the new accounting standards.

The City has also become more actively involved with the use of other alternative funding sources and so there is an increase in federal, state and local grants; increased long-term capital financing to meet various long-range, capital improvements. These alternative funding sources include various grants, CDBG funds, Redevelopment Agency, Special Assessments and Revenue Bonds. Each of these has numerous levels of requirements covering filing of quarterly and or annual reports, annual or tri-annual audits. In addition, the Redevelopment Agency requires developing and implementing a system to account for its transactions separately.

ALTERNATIVES

1. Do the current workloads with current number of Accountants. The current workloads of the current accountants (1 Accountant I, one Accountant II and one Accounting Manager), are already overwhelming and with the implementation of GASB 34 and the impending addition of the Redevelopment Agency, we need another Accountant to ease the load of the already overburdened staff.
2. Contract with outside experts. Under this alternative, the City would contract out with outside experts at least the Accounting for the Redevelopment Agency and even with that, the involvement of current staff will still be needed for reconciliation and reporting requirements to the State Controller's office. GASB 34 is here to stay and the impact to current staff is inevitable. Contracting this out is not an option unless the whole financial statements will be contracted out.

2001-03 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Accounting Services

REQUEST TITLE: Hire Accountant I

| COST SUMMARY | 2001-02 | 2002-03 |
|-------------------------------|---------|---------|
| Additional Costs | | |
| Staffing | 56,382 | |
| Supplies, Materials, Services | | |
| Minor Equipment | | |
| Total | 56,382 | |
| Savings | | |
| | | |
| | | |
| Net Cost | 56,382 | |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY:

REQUEST TITLE:

REQUEST SUMMARY

Additional CSR I staff member each budget year

PRIMARY OBJECTIVE

To better service and implement special incentives, services, programs and centralized telephone pool for current and potential City of Lodi utility customers.

Allow for a process action team to review department policies and procedures and submit changes or revisions to management for approval.

Facilitate increased telephone and lobby traffic due to customer concerns regarding the impact of deregulation.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

By increasing staff we can provide management with the timely information needed to make decisions that will promote goodwill and deliver exemplary customer service. We also wish to continue to provide customers with a greater array of payment options and programs. We must also limit or reduce the impact on customer support and service due to increased levels of interaction caused by deregulation.

ALTERNATIVES

Reduce current and proposed levels of customer service

Reduce training and growth of employees

| COST SUMMARY | 2001-2002 | 2002-2003 |
|--------------------------------------|------------|------------|
| Additional Costs | | |
| Staffing (7101) | \$37700.00 | \$37700.00 |
| Supplies, Materials, Services (7359) | 2000.00 | 2000.00 |
| Minor Equipment (7359) | 200.00 | 200.00 |
| Total | | |
| Savings | | |
| 7103 (contract employee) | (37700.00) | (37700.00) |
| | | |
| | | |
| Net Cost | \$2200.00 | \$2200.00 |

2001-2003 Financial Plan and Budget

SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Finance Field Services
REQUEST TITLE: Meter Reader

REQUEST SUMMARY

Hire one (1) additional Meter Reader. Currently, there are two (2) Meter Readers. The new position would assist the current staff in obtaining the monthly readings for billing purposes.

PRIMARY OBJECTIVES

1. Decrease the dependence on part time employees.
2. Provide greater customer service.
3. Increase inner office efficiency.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The part time hours worked is equal to 2.7 full time persons. There tends to be a steady turnover in the part time staff. The new trainees make more mistakes resulting in customer dissatisfaction. The addition of a full time person would lend itself to continuity in section practices and accuracy.

The number of electric and water meter readings obtained each month has increased over the past twenty-one (21) years from 18,000 to 26,600. The meter readings are divided over four (4) routes. There are two (2) full time Meter Readers. The other two meter routes are filled by a Field Services Representative and part time staff. Approximately seven years ago, in an effort to deal with the growing number of accounts, another read day was added for a total of nineteen (19) days per month. Adding another day is not feasible now since some months only have nineteen work days if there are holidays and/or five weekends.

When there is an unexpected injury or illness to staff, the meter routes fall behind. In order to catch the work up, overtime or additional part time staff is utilized.

ALTERNATIVE

1. Do nothing - continue with the current staff.

| COST SUMMARY | 2001-2002 | 2002-2003 |
|-------------------------------|-----------|-----------|
| Additional Costs | | |
| Staffing (Total Compensation) | \$41,841 | |
| Vehicle | 22,000 | |
| Radio/Uniform | 300 | |
| Total | 64,141 | |
| Savings from Part time | <41,841> | |
| Net Cost | \$22,300 | |

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services
REQUEST TITLE: Construction Project Manager

REQUEST SUMMARY

Add one Construction Project Manager to the Facilities Services section of the Fleet and Facilities Division to help service the continually growing number of Public Works construction and remodel projects.

PRIMARY OBJECTIVES

1. Provide thorough and professional administrative oversight to construction and remodel projects, direction to contractors and architects, and management of contracted service arrangements related to those projects.
2. Provide an optimum-staffing level to serve the City's facilities construction and remodel needs.
3. Improve efficiency of operation.
4. Provide reliable, functional, and safe facilities for employees.
5. Ensure that City facilities present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

For the past 12 years the Fleet and Facilities Manager has had the responsibility for oversight of several significant building remodel projects including remodeling City Hall, the Carnegie Forum, the City Hall Annex, the Senior Center at Hutchins Street Square, and most recently the Conference and Performing Arts Center. Part time and full time Construction Inspectors (contract employees) have been hired to help provide direct and daily supervision for these projects. The construction inspector hired for the City Hall Remodel Project has been given increasing amounts of responsibility, and has been a full time Construction Project Manager for projects including the Conference and Performing Arts Center, the Multimodal Station Project, the Sacramento Street Parking Structure, Fire Station #4, and the new Police Facility.

In the near future there will be the responsibility for construction oversight for Fire Station #4, the new Police Facility, and the Sacramento Street Parking Structure. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and warehouse. Remodeling and additions to the existing Municipal Service Center, Fleet Services Shop, a Parking Structure at Church & Elm Streets, remodeling of the existing Public Library, Public Safety Building, and provision of additional leased space (or trailers) in the Civic Center area (especially during construction of the Police Facility) are likely.

A Construction Project Manager position should be added to the full time staff roster because of the continuing list of building remodel and new construction projects planned. All phases of small and large building projects, from conceptual design and budgeting to project completion, will be their responsibility. The Fleet and Facilities Manager will provide supervision. A classification specification and pay scale need to be established, but for budgeting purposes are estimated to be equal to what the City is paying now for salaries and benefits. It is recommended that this be a professional/mid-management level position. The only additional financial impact is the cost of a vehicle.

ALTERNATIVES

1. Do nothing; keep the position as a contract position. Continue to hope that the existing contract employee will stay. Take a chance that the investment of training, knowledge and experience given to the employee in the current contract position won't be lost.

| COST SUMMARY | 2001-02 | 2002-03 |
|---|----------|---------|
| Additional Costs (Preliminary Estimate) | | |
| Staffing: Construction Project Manager (Salary) | \$55,725 | |
| Benefits/Overhead | 21,175 | |
| Vehicle | 22,000 | |
| Subtotal | \$98,900 | |
| Savings: Contract position salary & benefits | [76,900] | |
| Net Cost | \$22,000 | |

IMPLEMENTATION

The hiring process (creation of job specification, job analysis, etc.) would begin upon approval. Specifications for the vehicle would follow as appropriate.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services
REQUEST TITLE: Facilities Supervisor

REQUEST SUMMARY

Add one Facilities Supervisor to the Facilities Services section of the Fleet and Facilities Division to help manage service of the continually growing number of buildings to be maintained.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's building maintenance needs while servicing and repairing City facilities and equipment.
2. Improve efficiency of operation.
3. Provide reliable, functional, and safe facilities for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance and better utilization of services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City facilities present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Facilities Services Section currently maintains a total of 15 buildings and associated equipment totaling approximately 201,820 square feet, serving the entire City except for Park and Recreation and Community Center facilities. Included in the duties of the Facilities Services Section are maintenance and repairs to buildings and equipment of all types and sizes; managing building systems; troubleshooting and repair of mechanical operation problems in electric and mechanical systems; woodworking/welding/fabricating projects; and copying keys for buildings. Other duties include providing preventative maintenance to all facility equipment; oversight and supervising contract labor and outside vendors, and administering construction projects for building remodels and renovations/additions.

The current allocated staff consists of 3.5 full-time positions; there are two (2) Facilities Maintenance Workers and one (1) Senior Facilities Worker that actively take care of building needs and employee requests, and one (1) Fleet and Facilities Manager that provides administrative oversight (50% allocated to Fleet Services and 50% to Facilities Services). Currently the employee in the Senior Facilities Maintenance Worker position has had little time to maintain and update files, building drawings/maps, key system, or materials inventory. There has been no time to do a Facilities Needs Survey, evaluate nor implement Facilities Management software programs, or work on planning, short or long-term goals. We are seeing an increase in overtime call-outs due to equipment failures, and know that, in short, we are just not able to do the job the way we would like to do it.

In the near future, responsibility for the Fire Department's soon-to-be constructed Fire Station #4, the new Police facility, and the Sacramento Street Parking Structure will increase the total number of square feet maintained to approximately 395,430 square feet, almost doubling the space maintained now. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will add another 71,000 sq. ft. to the facilities inventory. Additions to the existing Municipal Service Center Fleet Services Shop, a Parking Structure at Church & Elm Streets, and additional leased space in the Civic Center area (especially during construction of the Police Facility) are likely.

The Facilities Supervisor position is a new position in the facilities maintenance series of classifications. A Supervisor position needs to be added to provide an improved level of direct supervision to staff in this section of the division and to provide better daily direction and oversight. The City has been, and continues to be, adding to the number of facilities and increasing the amount of square footage to maintain, while not increasing the number of staff to service them. This has the current staff at the point of being reactive rather than proactive. Management of building systems, implementation of facilities management software, and scheduling of work becomes difficult, if not almost impossible. We are simply too busy fixing problems, without enough time to plan and be proactive.

Our intent is to use more service contracts, especially for aging building HVAC systems (like those at the Public Safety Building and Library), but those require supervision and management as well. We will continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment that we don't have. We must, however, have a realistic balance between the number of facilities/equipment and the number of staff servicing them, and we must provide proper supervision for the staff we employ.

Finally, the Fleet and Facilities Manager's time needs to be freed up to better oversee and manage City-wide utilities (looking for ways to conserve, implementing energy efficiency projects, etc.), major building projects (to help the Public Works Director due to the number of projects currently in process), and seeking ways to provide better service in both Fleet and Facilities divisions.

ALTERNATIVES

1. Do nothing. Don't add the direct, daily supervision that staff need. Keep the same staffing level while adding facilities, projects and workload. This is not advised.

| COST SUMMARY | 2001-02 | 2002-03 |
|---|----------|---------|
| Additional Costs (Preliminary Estimate) | | |
| Staffing: | | |
| Facilities Supervisor (Salary @ A step) | \$42,980 | |
| Benefits/Overhead | 16,335 | |
| Furniture and Computer | 4,000 | |
| Total | \$63,315 | |

IMPLEMENTATION

The hiring process (creation of job specification, job analysis, etc.) would begin upon approval. Materials and supplies would be purchased as appropriate.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Facilities Services
REQUEST TITLE: Facilities Maintenance Worker I/II

REQUEST SUMMARY

Add one Facilities Maintenance Worker I/II in 2002/2003 to the Facilities Services section of the Fleet and Facilities Division to help service the continually growing number of buildings to be maintained.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's building maintenance needs while servicing and repairing City facilities and equipment.
2. Improve efficiency of operation.
3. Provide reliable, functional, and safe facilities for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City facilities present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Facilities Services Section currently maintains a total of 15 buildings and associated equipment totaling approximately 201,820 square feet, serving the entire City except for Park and Recreation and Community Center facilities. Included in the duties of the Facilities Services Section are maintenance and repairs to buildings and equipment of all types and sizes; managing building systems; troubleshooting and repair of mechanical operation problems in electric and mechanical systems; woodworking/welding/fabricating projects; and copying keys for buildings. Other duties include providing preventative maintenance to all facility equipment; oversight and supervising contract labor and outside vendors, and administering construction projects for building remodels and renovations/additions.

The current allocated staff consists of 3.5 full-time positions. There are two (2) Facilities Maintenance Workers and one (1) Senior Facilities Worker that actively take care of building needs and employee requests, and one (1) Fleet and Facilities Manager that provides administrative oversight (the Fleet and Facilities Manager's time is allocated 50% to fleet and 50% to facilities).

In the near future, responsibility for the Fire Department's soon-to-be constructed Fire Station #4, the new Police facility, and the Sacramento Street Parking Structure will increase the total number of square feet maintained to approximately 395,430 square feet, almost doubling the space maintained now. Also in the planning stages to be constructed soon are the eastside Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will add another 71,000 sq. ft. to the facilities inventory. Additions and remodeling to the existing Municipal Service Center, the Fleet Services Shop, adding a Parking Structure at Church & Elm Streets, and additional leased space in the Civic Center area (especially during construction of the Police Facility) are likely.

The Facilities Maintenance Worker I/II position is the entry-level position in the building maintenance series of classifications. In 2002/2003, a Facilities Maintenance Worker position needs to be added to maintain a fair balance between the number of facilities/equipment and the number of staff servicing them. We should continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment that we don't have.

ALTERNATIVES

1. Do nothing. Keeping the same staffing level while adding facilities is not advised. One measure of workload is the amount of facility that each staff member maintains. Currently that amount is 67,273 square feet per staff member (201,820 total square footage divided by 3 staff). When new facilities are completed that total will be revised to 395,430 (not including the planned Electric Utility complex, new Animal Services Facility and Purchasing offices and Warehouse, which will be another 71,000 sq. ft.). Maintaining the existing staff level will push the square foot amount that each staff member maintains to 131,810. Adding one Facilities Maintenance Worker will reduce that number to 98,858 square feet per staff member, still 32% more than each presently maintains.

ALTERNATIVES (continued):

2. Utilize additional part-time help and contracts with vendors. This is not advised since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management. Several facilities require a high level of security clearance as well, which cannot be easily or quickly attained for part-time help.

| COST SUMMARY | 2001-02 | 2002-03 |
|--|---------|------------|
| Additional Costs (Preliminary Estimate) | | |
| Staffing: | | |
| Facilities Maintenance Worker I/II (Salary @ B step) | - 0 - | * \$32,990 |
| Benefits/Overhead | - 0 - | 12,535 |
| Uniform | - 0 - | 300 |
| | | |
| Total | - 0 - | \$45,825 |

* Salary @ B step

IMPLEMENTATION

The hiring process would begin upon approval. Materials and supplies would be purchased as appropriate.

2001-2003 Financial Plan and Budget
SIGNIFICANT EXPENDITURE REQUEST AND STAFFING CHANGE

ACTIVITY: Fleet Services
REQUEST TITLE: Fleet Services Worker

REQUEST SUMMARY

Add one Fleet Service Worker in 2000/2001 to the Fleet Services section of the Fleet and Facilities Division to help service the continually growing vehicle/equipment fleet.

PRIMARY OBJECTIVES

1. Provide an optimum-staffing level to serve the City's equipment maintenance needs while servicing and repairing City vehicles and equipment.
2. Improve efficiency of Shop operation by doing service-related work and other less technical jobs with lower classification workers rather than expending unnecessary funds to perform lower level tasks.
3. Provide reliable, functional, and safe equipment for employees.
4. Make sure that preventative maintenance, repairs, and maintenance requests are completed in a timely and high-quality manner.
5. Maintain a balance between services performed by in-house support staff and services provided by vendors, contractors, and through contracted service arrangements.
6. Ensure that City vehicles present a positive image to the public.

SUMMARY OF FACTORS DRIVING THE REQUEST FOR CHANGE

The Fleet Services Section currently maintains a fleet of vehicles and equipment totaling approximately 410 registered and 55 miscellaneous pieces, serving the entire City fleet, except Parks Division mowing equipment and scooters. Responsibility for the Fire Department's heavy equipment and standby generators at all well sites are now maintained by this division. Included in the duties of the Fleet Services Section are repairs to vehicles and equipment of all types and sizes; managing the parts inventory; troubleshooting and repair of mechanical operation problems in electric, hydraulic, and mechanical systems; welding/fabricating projects; and copying keys for vehicles. Other duties include providing preventative maintenance to all equipment; oversight of the equipment maintenance management system and software; and supervising contract labor and outside vendors. The current allocated staff consists of 11.5 full-time positions, which manage and work two shifts.

Current operations are reviewed for areas where we might contract additional work with outside agencies and vendors. Recently we have partnered with the San Joaquin Sheriff's Department Jail Industries program for vehicle painting, and have contracted out Smog Certifications that used to be done in-house.

In the near future, at least 15-20 more vehicles and equipment units will be added to the City's Fire, Police, Transit, Community Development and Public Works Departments. Recent discussion has included consideration of providing contracted services to outside agencies as potential for additional City revenue. This remains to be decided, but should continue to be discussed and considered. If this plan is adopted, however, it will add more pieces of equipment per person for staff to maintain.

The Fleet Service Worker position is the entry-level position in the equipment maintenance series of classifications. Currently only one is allocated. This position was requested in the last 2-year budget and was denied. In 2001/2002, a second Service Worker position needs to be added to maintain a fair balance between the number of vehicles/equipment and the number of staff servicing them. We should continue to use outside vendors, as we do now, or hire specialized labor whenever it is most cost effective or requires specialized training, tools, or equipment that we don't have.

ALTERNATIVES

1. Do nothing. Keeping the same staffing level while adding vehicles and equipment to the fleet is not advised. The last three times additional personnel for the Equipment Maintenance Shop were approved, the appropriate equipment-to-mechanic ratio for Lodi was 50-55 compared to an average of our survey cities of 43. Our current fleet size of 465 vehicles and pieces of equipment divided by 6.5 staff (Welder-Mechanic figured at 50%) requires each mechanic to service 71.5 vehicles and pieces of equipment.

ALTERNATIVES (continued)

Adding one Fleet Service Worker will reduce that number to 62 vehicles and pieces of equipment per mechanic (465 divided by 7.5 staff), still significantly above the average. Transit staffing guidelines/standards from the Federal Transit Administration for vehicle-to-mechanic ratios suggest that even more mechanics should be hired to serve transit vehicles (3.5 mechanics is the average for a transit fleet of our size). However, with the addition of this position we believe we can wait until the next two-year budget cycle before another position is recommended.

2. Utilize additional part-time help and contracts with vendors. This is not advised since skill levels of part-timers are limited, training costs and efforts are not fully realized, and vendors cannot respond as quickly or completely yet still require in-house supervision and management. A recent comparison of internal average labor costs per job versus external cost per job revealed that using City staff saves 32% by doing work in-house.

| COST SUMMARY | 2001-02 | 2002-03 |
|---|----------|---------|
| Additional Costs (Preliminary Estimate) | | |
| Staffing: | | |
| Fleet Service Worker (Salary @ A step) | \$29,225 | |
| Benefits/Overhead | 11,005 | |
| Uniform | 290 | |
| Tools | 750 | |
| Total | \$41,270 | |

IMPLEMENTATION

Our recommendation, per prior negative experiences, is that this position be considered as part of a re-classification of the fleet services mechanic series, including job specifications for Fleet Service Worker, Heavy Equipment Mechanic, Welder-Mechanic, and possibly Lead Equipment Mechanic.

Too often an employee in the Service Worker classification has been stuck there when their abilities, experience, and training have carried them well into Heavy Equipment Mechanic job status. They have been resigned to wait until an opening is created through retirement or vacancy. It is our hope that a Fleet Mechanic I/II, and possibly Fleet Mechanic III, be adopted to prevent this from occurring in the future. A reduction in incentives is possible, depending what is required for each position and necessary for advancement between levels. We believe that "block budgeting" gives the City greater flexibility in the hiring process and is fairer to the employees, and should strongly be considered in this case.

The hiring process (review of existing job specification, job analysis, etc.) would begin upon approval. Tools, materials and supplies would be purchased as appropriate.